



**WORKING IN THE OPERATIONS FLIGHT
MATERIAL ACQUISITION**

NOTICE: This publication is available digitally on the SAF/AAD WWW site at:
<http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: HQ AFCESA/CEOM (MSgt K. Hoke) Certified by: AFCESA/CC (Col H. Dean Bartel)
Supersedes AFPAM 85-61, 31 January 1992 Pages: 113
Distribution: F

This volume in this pamphlet series describes the Air Force Engineer's role in activities required to operate, maintain, repair, and construct installation real property using an in-house military and civilian work force and recurring and nonrecurring service contracts. This volume provides detailed guidance for the effective, efficient operation of the Material Acquisition Element, and civilian contractors who have been awarded Contractor Operated Civil Engineer Supply Store (COCESS) contracts. The Material Acquisition Element provides logistics manpower to acquire and manage the CE vehicle fleet, industrial equipment, tools, and supplies. This pamphlet series supports AFI 32-1001, *Operations Management*, as the AFI which implements AFPD 32-10, *Installations and Facilities*. This volume supersedes AFP 85-61.

Chapter 1	Introduction to the Material Acquisition Element	5
1.1	The Base Civil Engineer (BCE) Material Acquisition Element.....	5
1.2	Requirements Personnel	5
1.3	Material Storage and Distribution Function Personnel.....	6
1.4	General Organization Responsibility	6
1.5	Material Acquisition Functions	7
Chapter 2	CEMAS Overview and Responsibilities	10
2.1	Overview	10
2.2	System Management and Responsibilities	10
2.3	CEMAS Data Processing	11
Chapter 3	CEMAS Access	12
3.1	User Authorization.....	12
3.2	CEMAS Access Codes.....	12
Chapter 4	Research	15
4.1	Sources of Supply	15

4.2	Research Techniques and Procedures	15
4.3	Noun Dictionary Files	16
4.3.1	Noun Dictionary Concepts.....	17
4.3.2	New Item Research.....	18
4.3.3	SBSS Updates	18
4.3.4	Special Fields	18
Chapter 5	Noun Dictionary Maintenance	19
5.1	Maintenance.....	19
5.2	Description Changes	19
5.3	Utility Programs.....	19
5.4	Coding Items for Delete	20
5.5	Adjective Category/Adjective File Cleanup.....	20
5.6	Validation of Review/ Cleanup.....	21
Chapter 6	Material Acquisition	22
6.1	Overview	22
6.2	Work Order Flow	22
6.2.1	Assigning an RDD.....	22
6.2.2	Bill-of-material Requisitions.....	23
6.2.3	Monitoring Work Orders	23
6.2.4	Material Review	24
6.2.5	Scheduled Work	24
6.2.6	Work Order Closeout.....	24
6.2.7	Pending Material Requisitions	25
6.2.8	Line-item Requisitions.....	25
Chapter 7	Inventory Management	27
7.1	Reports and Listings.....	27
7.2	Item Inventory Selection Process	28
7.3	Performing Inventory Adjustment.....	30
7.4	Inventory Documentation.....	32
Chapter 8	Store Operations	33
8.1	Store Personnel	33
8.2	Additions and Deletions to the Main Store	33
8.3	Store Management	34
8.4	Customer Authorization and Issuance of Material	37
8.5	Forward Store Operations.....	39
8.6	Bench Stock.....	40
Chapter 9	Residue	42
Chapter 10	Receiving Procedures	43
10.1	Procedures	43
10.2	Receipts Not Found.....	44
10.3	Reverse-post	44

Chapter 11 Material Storage And Distribution	45
11.1 Holding Area Documentation.....	45
11.2 Bills-of-material Documentation	45
Chapter 12 Post-post Procedures	45
12.1 Procedures	45
12.2 Responsibilities and Actions	45
12.2.1 Main Store.....	45
12.2.2 Insufficient Balance	45
12.2.3 Forward Store.....	45
12.2.4 Receiving	45
12.2.5 Recovery	45
12.2.6 Alternate Site Processing	45
Chapter 13 Reports, Listings, and Inquiries	45
13.1 SBSS Products.....	45
13.2 CEMAS Products.....	45
13.3 Inquiries.....	45
Chapter 14 Report Writing	45
14.1 Report Writing Utility	45
14.2 Printing	45
14.3 Data File Location.....	45
Chapter 15 Material Acquisition	45
15.1 Resource Management.....	45
15.2 CEMAS Funds.....	45
15.2.1 Establishing an FCA	45
15.2.2 CEMAS Financial Management	45
15.3 CEMAS/FCA Responsibility.....	45
Chapter 16 Base Variable File	45
16.1 Base-unique Data.....	45
16.2 Base Variables	45
Chapter 17 CEMAS/BCAS Interface Parameters	45
17.1 Interface Parameters.....	45
17.2 Interface Data	45
17.3 Actual Interface Actions.....	45
17.3.1 Base Contracting Actions.....	45
17.3.2 Transactions Sent from BCE.....	45
17.3.3 Transactions Received from BCAS.....	45
17.3.4 Priority Requests and Off-line Actions.....	45
17.3.5 Coordination between Base Contracting and BCE	45
17.3.6 CEMAS/BCAS Interface Transactions	45
17.3.7 Troubleshooting the Interface	45
Chapter 18 Document Management	45

18.1	Lost Document Procedures	45
18.2	Document Disposition.....	45
Chapter 19 Control, Processing, and Storage of Hazardous Materials		45
19.1	Procedures and Responsibilities	45
19.2	HM Research and Materials Acquisition	45
19.2.1	Receiving Hazardous Materials.....	45
19.2.2	Inventory Control of HM.....	45
19.2.3	Tracking and Disposition of HM.....	45
Chapter 20 Vehicle Fleet		45
20.1	Purpose	45
20.2	Local Programs.....	45
20.3	Additional Guidance	45
Chapter 21 Self-help Store		45
21.1	Purpose	45
21.2	Basic Concept.....	45
List of Figures and Tables		
	Figure 1. Funds Management Process in CEMAS.....	45
	Figure 2. Funds Management Process in COCESS.....	45
	Table 1. Recommended Access Codes for Functional Users	13
	Table 2. CEMAS Access Codes by Functional Areas.....	14
	Table 3. CEMAS/BCAS Interface.....	45
	Table 4. BCAS Status Transactions	45
	Table A3.1 TRIC Codes	113
List of Attachments		
	Attachment 1 Glossary of References and Supporting Information.....	45
	Attachment 2 Core Requirements	45
	Attachment 3 CEMAS Transaction Register Identification Codes (TRIC).....	45
	Attachment 4 Self Inspection Questions for BCE Material Acquisition Element Checklist Items	45

Chapter 1 Introduction to the Material Acquisition Element

1.1 The Base Civil Engineer (BCE) Material Acquisition Element

The Material Acquisition Element is responsible for all Base Civil Engineer-peculiar material purchased within the BCE organization. The Element is usually divided into the two distinct functions of Requirements and Material Storage and Distribution. The mission of the Material Acquisition Element, according to AFI 32-1001 (1 July 1997), *Operations Management* (Section C, 11.5), is to “Account for all activities related to vehicle, equipment, and material acquisition, receiving, warehousing, and distribution. This includes operation of the base Self-Help Center.”

1.2 Requirements Personnel

Requirements Function personnel are:

The **Requirements Supervisor** supervises the Quality Assurance Evaluator (QAE) or Base Contracting liaison and work order, document control, inventory, and research functions. The Supervisor also ensures inventory adjustments are justified and thoroughly documented.

The **Base Contracting Liaison** is the focal point for all coordination between BCE Material Acquisition, Base Contracting, and Accounting and Finance in matters relating to local purchase.

The **Work Order Control personnel** are responsible for coordinating and initiating all supply actions pertaining to work orders and for shop stock authorizations and replenishment, line-item requisitions, and special levels.

The **Required Documentation Section personnel** are responsible for distributing, controlling, filing, and providing quality control of accountable listings and documents and monitoring Defense Reutilization Marketing Office (DRMO) turn-in documents.

Research personnel are responsible for ensuring each item is thoroughly researched before requisitioning and firming bills-of-material.

The **QAE person** monitors the Contractor Operated Civil Engineer Supply Store (COCESS) contractor to ensure contract compliance.

Inventory personnel take inventories, research discrepancies, and prepare and process adjustments.

The **Future Requirements section personnel** are responsible for coordinating with financial management in projecting future requirements based on prior year usage and anticipated mission changes.

1.3 **Material Storage and Distribution Function Personnel**

Material Storage and Distribution Function personnel are:

The Material Facilities **Supervisor**, who supervises the receiving and holding areas and the main store.

The **receiving area personnel** who receive and inspect all incoming property to ensure correct items and quantities are received. They process all receipts and transport property to the appropriate area.

The **holding area personnel** who are responsible for storing and distributing all assets, including work order holding areas and residue and forward stores.

1.4 **General Organization Responsibility**

It is vital for the BCE Material Acquisition Element to work closely with Base Contracting, Accounting and Finance, Base Supply, and other agency personnel to ensure maximum logistics support.

Base Contracting is the Office of Primary Responsibility (OPR) for:

- (1) purchasing material to meet BCE required delivery date (RDD) by executing contractual documents;
- (2) preparing blanket purchase agreement (BPA) contracts;
- (3) following up on delinquent or discrepant deliveries;
- (4) providing the Accounting and Finance Office with obligation documents;
- (5) as required, providing BCE and Accounting and Finance with a copy of completed contractual documents;
- (6) providing buyers and follow-up personnel to support the BCE local purchase buys and follow-up actions and perform required computer updates;
- (7) working with BCE Material Acquisition personnel to ensure transactions affecting award, follow-up and cancellation of requirements are loaded into the Civil Engineer Material Acquisition System

- (CEMAS) via the CEMAS and Base Contracting Acquisition System (BCAS) interface; and
- (8) at bases where material is provided by a COCESS contractor, oversee the contract to ensure the contractor is in compliance and performance is satisfactory.

Accounting and Finance is the OPR for:

- (1) paying suppliers according to the terms of the contractual documents;
- (2) accounting for commitments, obligations, and expenditures; and,
- (3) certifying using AF Form 616, Fund Cite Authorization (FCA), funds expended through CEMAS.

Base Supply is the OPR for:

- (1) providing supply support to BCEs according to AFMAN 23-110,
- (2) providing research assistance when capability is beyond that possessed by BCE Material Acquisition personnel,
- (3) providing remote terminal and U1160 access when mutually agreed on by the Chief of Supply and the Base Civil Engineer, and
- (4) assigning quality personnel to support the BCE Material Acquisition Element.

1.5 Material Acquisition Functions

Chief of Material Acquisition is responsible for:

- (1) serving as the accountable supply officer for BCE and for providing material requirements to the BCE;
- (2) establishing a training program, to include CEMAS training, for assigned Material Acquisition personnel;
- (3) ensuring all BCE-peculiar material transactions are processed through CEMAS, including impress fund transactions, SF44 Purchase Order Invoice Voucher and credit card transactions, and any transaction that deals with requisition, receipt, issue, transfer, or inventory of material and document exceptions in writing;
- (4) working closely with the Work Information Management System (WIMS) administrator to ensure all Material Acquisition requirements are identified and processed in a timely manner;
- (5) the overall operation of the self-help store, ensuring material in the self-help center is effectively man-

- aged and accounted for, if functionally aligned under the Material Acquisition Element;
- (6) establishing a system to minimize accumulation and maximize use of residual material;
 - (7) establishing local procedures to provide materials for mission requirements during other than normal duty hours;
 - (8) ensuring BCE items subject to repair cycle control are managed and controlled according to the due-in-from-maintenance (DIFM) concept;
 - (9) ensuring post-post procedures are developed for requisition and receipt of material and personnel are trained on the sequence of events to follow when computer is returned to an operation mode;
 - (10) managing logistics-related audit reports to ensure property accountability and audit trails exist for all material transactions, regardless of the inventory management system used;
 - (11) warehousing all BCE material and monitoring BCE material storage-related facilities, including proper handling, storage, and issue of hazardous and flammable material;
 - (12) obtaining bioenvironmental coordination on items identified as possible hazardous material;
 - (13) ensuring initial requirements for hazardous materials obtained through BCE local sources of supply (COCESS) are approved by the Hazardous Material Pharmacy (HMP) and, upon receipt of hazardous materials, required information is passed to the Environmental Management Information System (EMIS), ensuring all CEMAS-related problems that cannot be solved locally are immediately reported to the Field Assistance Branch (FAB), DSN 596-5771; and
 - (14) ensuring all material is inventoried annually, including annual review of residue assets to determine if turn-in is warranted and material to be retained beyond 365 days is adequately justified.

Other responsibilities of the Chief of Material Acquisition Element are to:

- (1) ensure Material Acquisition is included in the personnel out processing procedures,
- (2) manage the vehicle program for the BCE, and

Use AF Form 2519, All Purpose Checklist, and the items listed in attachment 4 to develop a checklist for the Self

Inspection Questions for BCE Material Acquisition Element.

Optional Material Acquisition functions include vehicle maintenance, self-help operations, and storage of appliance back-up stock.

- (1) The vehicle control personnel are responsible for conducting vehicle inspections, establishing vehicle maintenance priorities, analyzing and measuring vehicle support, investigating vehicle accidents and abuse, and ensuring compliance with AFI 1224-301.
- (2) Self-help personnel are responsible for ordering material for all self-help work orders; receiving and processing incoming self-help stock as required; maintaining, issuing, and receiving self-help tool boxes; and identifying and delivering residue to the residue holding area.
- (3) Procedures for acquiring and accounting for appliances in MFH and dormitories can be found in AFI 32-6004. If the BCE elects to store back-up stock in a material acquisition warehouse, ensure quantities are based on availability, contract support, and locality.

Chapter 2 CEMAS Overview and Responsibilities

2.1 Overview

The computerized system used by the Material Acquisition element is CEMAS. The purpose of CEMAS is to provide users a responsive material acquisition system with accurate accountability of material and to incorporate maximum use of commercial supply inventories. The system integrates data from planners, work centers, funds, material acquisition, and other real property maintenance functions into a common database. It also provides accurate reporting and management information by reducing the requirement for manual records.

CEMAS is a menu-driven subsystem of WIMS divided into functional areas used by BCE personnel to identify, acquire, and store material requirements in support of the operations and maintenance of real property.

The system supports the BCE by providing a mixture of on-line and end-of-session computer processes. The on-line processes permit records to be added and file maintenance to be performed using remote terminals. A wide range of on-line functions is provided to include individual inquiries, specialized inquiries, schedule reviews, forecasting, and material issues and transfers. CEMAS provides:

- (1) item identification by noun, part number, CEMAS stock list number (CSL), and national stock number (NSN);
- (2) automated development of bills-of-material;
- (3) automated inventory controls;
- (4) programmatic transfer of assets; and
- (5) automated funds control.

The WIMS administrator is responsible for computer system security per AFSSI 5100.

2.2 System Management and Responsibilities

The Chief of Material Acquisition Element is the coordination point for the entire CEMAS to include CEMAS funds, security, noun creation, and the maintenance of files processed by this subsystem. The Chief of Material Acquisition determines what reports are to be produced by placing a "Y" next to the report name on the set report screen. End-of-session frequency is identified by selecting the appropriate code on the Menu for Logistics Management Office. It

is very important to set the correct frequency before end-of-session processing.

Main store personnel maintain inventory levels on store stock items and generate purchase requests and material issue transactions. Holding area personnel maintain accountability for line items being received and accumulated for work orders. Residue area personnel maintain on-line inventories of excess items available for issue to work orders or for turn in to Base Supply or the DRMO. Receiving area personnel generate receiving records, update due in files, and produce material receipt transactions for all incoming items. Operations Flight personnel operate and manage the flow of work requests and work authorizations. Planners identify all material and equipment and create bill-of-material records for all planned work orders. Buyers create and maintain contracting information such as obtaining vendor data, buying abstracts, preparing purchase orders, and initiating follow-up action as required.

2.3 CEMAS Data Processing

CEMAS on-line inputs consist of transactions to add, inquire, update, or delete records in the CEMAS database. Material Acquisition personnel enter transactions with an on-line remote terminal. A menu system with formed screens helps ease data entry and subsystem processing. Interfaces with WIMS, BCAS, and Standard Base Supply System (SBSS) occur real time or during end-of-session processing. CEMAS outputs consist of management products, remote responses to terminal inputs, update transactions, and end-of-session products and tapes. The responses are in the form of accepted and rejected messages and management notices. Management products are assigned product control numbers (PCN) and produced daily during end-of-session processing or when on-line. On-line products are automatically printed to pre-identified printers.

NOTE

Monthly and quarterly management products will not be produced until the appropriate end-of-session is processed. Failure to run end-of-quarter will preclude consumption data from being calculated and prevent the main store program from reordering and maintaining needed assets.

Chapter 3 CEMAS Access

3.1 User Authorization

Individuals receive access to CEMAS based on need. To prevent the possibility of fraud, waste, or abuse, unlimited access to perform functions such as requisitioning, issuing, receiving, or performing inventory adjustments, should **not** be granted to any one individual. User authorization provides on-line identification of personnel authorized to withdraw material from the CEMAS stores and holding areas in support of valid work orders. The identification file also identifies who is authorized to manage, update, and modify BCE CEMAS files.

The Chief of Material Acquisition is responsible for granting access to CEMAS and identifying and deleting those individuals who are no longer authorized access to CEMAS. The Chief of Material Acquisition may designate, in writing, one alternate person to perform this task in the absence of the Chief. The WIMS system administrator is responsible for overall WIMS system security, ensuring only authorized personnel are making changes to CEMAS.

Each time a record in the identification file is modified, it is recorded on the functional access code changes listing. The Chief of Material Acquisition and WIMS system administrator review this listing to ensure system integrity.

3.2 CEMAS Access Codes

The CEMAS access codes (Table 1, Recommended Access Codes for Functional Users and Table 2, CEMAS Access Codes by Functional Areas) are available for use. The Chief of Material Acquisition ensures only authorized individuals have access to specific files.

CAUTION

Individuals receive access to CEMAS based on need. To prevent the possibility of fraud, waste, or abuse, unlimited access to perform functions such as requisitioning, issuing, receiving, or performing inventory adjustments, should not be granted to any one individual.

Table 1. Recommended Access Codes for Functional Users

Access Code	Authorized Users	Actual Access
1	Planners, Material Acquisition	Add noun to noun dictionary
2	Planners, Material Acquisition, Shops	Add synonym
3	Planners, Material Acquisition, Shops	Adjective maintenance
4	Planners, Material Acquisition, Shops	Build bill-of-material
5	Operations, Material Acquisition	Add/update RDD
10	Buyer	Vendor file maintenance
11	Material Acquisition	Complete bill-of-material
12	Funds Management	Monitor/manage/update funds citation
13	Chief of Material Acquisition	Add ID number
14	Material Acquisition	Line-item requisition
15	Material Acquisition Holding, Receiving Area	Receive property
16	Material Acquisition Holding Area	Assign bin location
18	Material Acquisition	Add/delete items authorized on shop stock listings
20	Material Acquisition	Issue/transfer to/from residue and storage/issue functions
24	Material Acquisition	Holding area maintenance
30	Material Acquisition	Issue store stock
31	Material Acquisition	Forward store operations/issues
51	Material Acquisition	General logistics maintenance
54	COCESS monitor	COCESS monitor responsibilities
55	Buyer, Fund Management (CEMAS)	Obligation authority file, changes to funds
56	Buyer	Blanket purchase authority monitor/manager
57	Buyer	Assign buyer purchase order
58	Material Acquisition	Conduct inventories/inventory adjustments
97	COCESS Contractor	To manage the COCESS store (see Note)
98	Material Acquisition	Set "as required" report frequency
99	System Operator	Authorized to run end-of-session

NOTE: Access code 97 is for COCESS contractor use only. The use of this code restricts assignment of a second use code.

Table 2. CEMAS Access Codes by Functional Areas

Function	Code(s)
Buyer	10, 55, 56
COCESS Contractor	97
COCESS QAE Monitor	COCESS QAE
Forward Store	31
Funds Management (CEMAS)	12, 55
Holding	15, 16, 24
Material Acquisition	01, 02, 03, 04, 11, 13, 14, 18, 51
Operations	05, 18
Planners	01, 02, 03, 04
Receiving	15
Residue	20
Shops	No access rights, a CEMAS record is established to draw materials only
Store	30
System Operator	99

Chapter 4 Research

Requisitioning of material for the BCE is primarily from three sources:

- (1) SBSS,
- (2) COCESS, and
- (3) local purchase (LP).

4.1 Sources of Supply

BCE and other personnel use the SBSS to order material such as equipment, plywood, and individual equipment items from the individual equipment unit (IEU). COCESS is a store where a civilian agency is contracted to stock and manage the main store within the BCE. The contractor owns the stock. Government operated Civil Engineer supply store (GOCESS) is a store stocked and managed as an in-house government function. The stock will be SBSS or local purchased and is owned by the BCE. The Chief of Supply is the final authority for source of supply, but may delegate this authority to the BCE Material Acquisition Element.

When the BCE is the sole user, items coded local purchase in the SBSS or determined to be LP through research actions should be obtained through LP. If an item is coded LP and Base Supply stocks the item for users other than BCE, then SBSS should be the source of supply. If the BCE is the only user of an item that Base Supply personnel is currently buying LP, then BCE has three options:

- (1) Buy out Base Supply stock.
- (2) Draw down supply stocks using fill or kill procedures and non-recurring demands until Base Supply has a zero balance.
- (3) Continue to order the item as a recurring demand through SBSS. Provisions exist to allow bypassing of the SBSS if the RDD cannot be met. All items furnished by SBSS will be loaded in CEMAS with an SBSS/GSA flag = Y.

4.2 Research Techniques and Procedures

Several automated systems are available to aid in the research of new items. One of these systems can be obtained in BCE or Base Supply will coordinate the use of their automated system. Research is necessary on all new items to determine:

- (1) the source of supply,
- (2) stock class,
- (3) NSN,
- (4) stock number suffix code,
- (5) part number,
- (6) manufacturer, and
- (7) an adequate description of the item.

If this minimal information is missing, either a planner or shop personnel requesting the item should be contacted to obtain the necessary information. The stock number suffix code can be obtained from Base Contracting and is loaded on all noun records. Base Contracting will not accept requisitions without a valid suffix code. The system will not accept generic codes, blanks, or zeros in the suffix field.

Screen the Master Cross Reference List (MCRL) part number to National Stock Number microfiche. Check the FEDLOG for the given part number. If the part number cross references to a stock number, check the manufacturer's code and see if it is the same as the company the requester supplied. The manufacturer's codes can be cross-referenced to the particular company using the H4 series microfiche (either manufacturer's code or manufacturer's name sequence, depending on the series). The identification list (IL) is used to verify the description. If all of these checks are positive, the Management Data Listing (ML-C) is used to determine the cost of the item. This provides sufficient information to determine the source of supply (LP or SBSS). If the part number does not cross to an NSN in the MCRL, the federal supply class (FSC) can be located by using the Directory for Supply Cataloging (H-6). Base Supply and Base Contracting can provide proper training on research methods.

NOTE

Update or modify the noun dictionary with the researched information and erase the new item phrase that appears in the location block. This will complete the research and make the item ready for processing to the source of supply.

4.3 Noun Dictionary Files

The noun dictionary is similar to the Base Supply stock number directory or a typical vendor's catalog. It contains all records of material used at a particular base. The noun dictionary uses many data files to make standardization

possible and to reduce duplication in loading material items. The following files are associated with the noun dictionary:

- (1) the Noun File (MNON) contains primary noun information for each item,
- (2) the Noun Synonym File (MSYN) links interchangeable nouns,
- (3) the Adjective File (MADJ) lists specific characteristics of each item,
- (4) the Adjective Type File (MADT) contains a list of the four major characteristics of the noun with which they are associated, and
- (5) the Additional Description File (MNAD) contains additional description of the item.

4.3.1 Noun Dictionary Concepts

As an alternative to ordering material using a stock number, part number, or some other number assigned to the item, CEMAS has an extensive naming convention allowing ordering by nomenclature (for example, AWG 12, white wire, is input as “wire,” “white,” “AWG12”). The major fields in an item description are:

- (1) *Noun*. This field is used for the most descriptive word for an item (nail, wire). This field can be up to ten positions in length but cannot contain spaces.
- (2) *Synonyms*. Synonyms are other names for the same item (sheetrock or drywall). This field is up to ten positions in length with up to five synonyms per noun.
- (3) *Adjective Category*. Provides descriptive characteristics of the noun or item with which they are associated: (1) noun, (2) type, (3) size material, and (4) color. This field is up to ten positions in length for each category.
- (4) *Adjective*. A specific characteristic of the item being described; (1/2" L, 3/4" D, red, blue). This field is up to ten positions in length for each adjective.
- (5) *Further Description*. Any additional information that will help in identifying item particulars not mentioned in adjective fields.

Standardization of the noun dictionary is important. All areas (planners, material acquisition, and shop craftspersons) should be in agreement and aware of local naming conventions.

4.3.2 *New Item Research*

New items can be worked from the end-of-session listing or from the noun dictionary inquiry screen. If <NEW ITEM> is input into the location field of the noun dictionary inquiry screen, the first noun record will be displayed showing the number of unresearched items in the top left corner. Other records may be viewed by pressing PF5 for the next record. All new items are to ensure noun dictionary information is correct and correctly entered. The research is complete when flags are set as N or Y and delete <NEW ITEM> in the location field.

4.3.3 *SBSS Updates*

The DD Form 1348-6 (DoD Single Line Item Release/ Receipt Document) contains all necessary information for Base Supply personnel to update SBSS and BCAS files. The CEMAS-generated form can be used instead of a manual DD Form 1348-6 for item description information. Primary uses are for emergency walk-through item information and for required SBSS processing.

4.3.4 *Special Fields*

The Minimum Order Quantity (MOQ) is the minimum order quantity based on vendor requirements (24 per box, 12 per pack, or so much to the roll) and indicates the number of units usually contained in the standard packing container. The reorder quantity is based on multiples of the MOQ. (If the MOQ is 12 and the reorder program determines a requirement for 13, the reorder quantity will be 24.) This field also works in conjunction with the "Order In" unit of issue for local unit of issue assignment within CEMAS.

The Order In Unit of Issue is used to issue an item in a different quantity than what was ordered. This is helpful with supply items and LP items [batteries come in boxes (bx) but it is better to issue them as each]. Items ordered using the order-in unit of issue will automatically be converted to the "issue" unit of issue for stock items when they are received.

Chapter 5 Noun Dictionary Maintenance

5.1 Maintenance

In the following sections, steps are provided to identify and correct discrepancies within the noun, adjective category, adjective, or description files. These procedures will aid in the review and correction of inaccurate and/or misidentified noun item records. Material Acquisition, planners, applicable shop, and base contracting personnel should participate in periodic reviews and actions required to correct deficiencies. Planners must notify Material Acquisition of all discrepancies found in the noun file. Material Acquisition personnel research and coordinate the appropriate actions required to correct the discrepancies.

5.2 Description Changes

Material Acquisition personnel should coordinate with either Base Contracting or Base Supply before making changes to items with purchase histories. Material Acquisition personnel are primarily responsible for noun dictionary maintenance because of their role as liaison for the BCE. It is extremely important and necessary they exercise caution to prevent item identity changes when making changes to descriptions. Changes to the noun dictionary are controlled by users who have access rights in the identification file.

5.3 Utility Programs

There are several products that can be found in the utility programs to assist with the file maintenance effort.

- (1) The Duplicate National Item Identification Number (NIIN), MNONNIIN in MLOGUTIL lists all duplicate NIIN's. Duplicate stock numbers and items where the FSC is the only difference are identified (for example, 4730-01-011-0111 and 5210-01-011-0111). This is a duplicate because the last 11 positions of a stock number cannot be duplicated in the SBSS system. Items on this list should be reviewed and appropriate action taken to delete or correct erroneous stock numbers.
- (2) The Missing Noun Program (MISSNOUN IN MLOGUTIL) compares the noun dictionary file with the bill-of-material, blanket purchase agreement, buyers problem item, purchase order, and shop stock authorization files. It ensures all CSLS loaded in these files have a corresponding noun dictionary record. If missing nouns appear on the listing, Material Acquisition personnel will run the

Rebuild Noun Program (REBLDNON in MLOGUTIL) to recreate necessary records in the noun dictionary.

- (3) The Invalid/Missing Adjective Listing program, MISSADJ in MLOGUTIL, generates a listing of all adjectives deleted from the MADJ file still remaining on existing CSL records in the noun dictionary. The listing is in alphabetical sequence, by noun, and lists all adjectives no longer loaded in the category. The planner and Material Acquisition personnel should load the adjective under the appropriate category, code the item for deletion, or change the adjectives to reflect the correct local conventions.

5.4 Coding Items for Delete

CSL items with incorrect item descriptions will be coded for delete and new records established. Items coded for delete are not deleted until end-of-session processing. This allows for production of the consolidated transaction register and other program delete functions.

Items coded for delete appear on the monthly deleted noun status report. This list shows all items coded for delete and whether or not they were deleted. If the item was not deleted, the listing will show the record keeping it from being deleted. Material Acquisition personnel should clear items from this listing. Items coded for delete cannot be added to a new bill-of-material or ordered using line-item requisition techniques

5.5 Adjective Category/Adjective File Cleanup

The MADT and MADJ files are used to add nouns to the noun dictionary. Categories describe critical aspects of a noun. If erroneous or duplicate adjectives are loaded in the adjective file, noun records may be added that are duplicates (for example: 14-AWG, #14AWG, AWG-14 are the same adjective for wire). Review and/or cleanup of the adjectives can be accomplished by using the reports utility to write a report or develop a list of nouns from the noun dictionary that require review.

- (1) Inquire each noun in the INQ/Up Adjective/Adjective Categories program on the Logistics management office menu (program MADJA in MLOGOBJ). Adjective category and adjective maintenance can be done in this program.
- (2) Review the adjective categories to ensure they are compatible with the noun. If they are compatible, begin review of the adjectives. If they are not compatible, make the necessary changes. If the current

category is color and it is changed to size, change all the adjectives listed to represent size and modify all noun records with colors to sizes.

CAUTION

1. Do not change categories without full coordination.
2. Consult any planners and shop personnel before making changes.
3. Manually update all records currently stored in BCAS.
4. Coordinate with Base Contracting.

Review the adjectives assigned to the category. The adjectives listed should be compatible with the category. If they are, the next category can be reviewed. If they are not compatible, the adjectives should be deleted or modified. All aspects of a noun and adjective should be considered before it is deleted (for example: wire, category, size, adjectives #14AWG and #14 appear to be duplicates but #14 might be for fence wire). If deletions are required, print the adjective screen and mark all adjectives to be deleted on the listing. Review all noun records with this noun and adjective in the noun dictionary and make necessary changes *before* deleting adjective. The noun and adjective cannot be queried after the adjective is deleted.

Noun records should also be reviewed for the adequacy of adjectives. Purge or modify inadequate or erroneous adjectives in all noun records by inquiring the noun record with the questionable adjective. If noun records are found with the adjective, either change the adjective or delete it from the noun record. Once all noun records have been corrected, make the required changes to the adjective file.

5.6 Validation of Review/ Cleanup

When the corrections are complete, run the Invalid/Missing Adjective Report to ensure all required adjectives are in the adjective file. Print a noun dictionary listing or local report that lists all nouns and adjectives and review all nouns to ensure they have proper adjectives associated with them. This review should be coordinated with the applicable shops, the planner, and Base Contracting.

Chapter 6 Material Acquisition

6.1 Overview

A planner builds the bill-of-material, establishes an RDD if funds are available, and tracks to Material Acquisition. Material Acquisition personnel firm the bill-of-material after all new items have been researched. CEMAS programs will survey the residual holding area (residue) and CEMAS store and supply immediate transfer items when there is enough inventory to satisfy requirements. If the residue and store are unable to meet the requirements with the stock on hand, CEMAS provides requisition documents for the source of supply shown in the noun dictionary.

A planner or shop personnel is responsible for planning work and identifying materials needed to perform the required tasks, ensuring funds are available, assigning an RDD, and scheduling the work. Material Acquisition personnel respond to material requests and provide material support by RDD.

6.2 Work Order Flow

A planner or shop personnel forwards an approved work request to the responsible person in operations who establishes a work order folder containing the documentation required to authorize work. A planner or authorized shop personnel plans the work using established procedures, determines if funds are available for material purchases, and enters the RDD in CEMAS.

6.2.1 *Assigning an RDD*

An RDD is the date the material is required and not a pre-selected number of days based on the work priority. By establishing RDDs in the way, Material Acquisition personnel can better determine actual priorities for material ordering and follow-up criteria. The firm simulation program provides a recommended RDD based on past delivery time of items on the bill-of-material. Operation Flight personnel should review this data when assigning the RDD.

The assignment of the RDD authorizes funds commitment. Funds are moved into memo committed status and held based on estimated material cost (calculated by internal ordering programs). Notification for Material Acquisition to order material is done when assigning the RDD. This places the requirement in the Logistics workload package. WIMS tracking indicators identify work orders tracked to Material Acquisition awaiting materials.

6.2.2 *Bill-of-material Requisitions*

Material Acquisition personnel perform required research, and firm the bill-of-material. If assets are not available for transfer action, CEMAS will generate the appropriate requisition documents, as determined by the source of supply. An AF Form 2005, Issue Request (SBSS), a buyer's abstract, or a COCESS abstract will be produced on-line for all items ordered, except those ordered as routine. Routine requisitions are produced during end-of-session processing. The firm summary report and the bill-of-material item listing are also created during the firming process.

6.2.3 *Monitoring Work Orders*

Material Acquisition personnel build and keep a material documentation folder (MDF). When bills-of-material are firming, they ensure a copy of the firm status report and item listing is placed in the MDF. Each work order has a material folder that is monitored and in which requisition documents are filed. Minimum documentation requirements include all store, residue, and holding area issues resulting in monetary charges to the work order at the time of close out. The individual who receives the property signs each issue document.

When all items are received, Material Acquisition personnel:

- (1) review the bills-of-material and notify the planner or shop supervisor of the complete status,
- (2) ensure all required updates have been completed on material complete work orders, and
- (3) review a copy of the completed bill-of-material to ensure all required items are on hand and have valid holding area locations.

If the required quantities are not on-hand or locations have not been assigned, Materials Acquisition takes the required action.

After completing necessary updates, at least one copy of the bill-of-material is printed and placed in the MDF. This copy of the bill-of-material provides a method for the issue of materials during post-post operations.

If the holding area is not located near the work order files, a second copy of the bill-of-material is forwarded to the holding area and a file of material complete work orders is created for the post-post issuing of material. During the creation of this file, procedures are developed to purge it as work orders are closed. A planner or shop personnel will be

notified when work orders are material complete by using WIMS tracing indicators or local reports.

6.2.4 *Material Review*

Material reviews are performed by a planner or shop personnel according to AFI 32-1001. The Operations Flight Chief and the Chief of Material Acquisition document and coordinate procedures for these reviews. The minimum review should include checks to ensure all items are on-hand and are adequate in type and quantity to complete the task.

6.2.5 *Scheduled Work*

When work is scheduled, shop personnel performing the work will draw the material from the Material Acquisition holding area. Material Acquisition will process issues for all materials listed on the work order. When shop personnel receive the property, they sign the issue document and it is placed in the appropriate MDF. When all work is completed and excess material has been turned into Material Acquisition, shop personnel prepare the work order for close out and notify Material Acquisition.

NOTE

A work order cannot be closed out in WIMS until after the bill-of-material is closed out in CEMAS. This edit prevents Material Acquisition from having excess material on hand or on order for closed work orders.

6.2.6 *Work Order Closeout*

Material Acquisition personnel run the work order close-out program in CEMAS for all work orders requiring close out. This program produces either an interim or final close-out. An interim close-out notice may require action to be taken (for example, turn-in of material from holding area, request cancellation of item from supply or Contracting). Once all actions have been taken, a final close-out report is produced. The final close-out report shows all items issued, monetary charges, and total dollar values for each shop. Material Acquisition personnel will ensure the required documentation is complete and the person receiving the property signs the issue document. Upon completion of required validations, Material Acquisition personnel will forward the material documentation folders to operations for final close-out actions.

Operations Flight personnel combine the material documentation folder and work order folder into one folder containing all documentation pertaining to the completed work order. Material documentation is part of the com-

pleted work order package and is kept for the required retention period in operations. Documents for direct scheduled work orders should only be retained if capitalization is required.

6.2.7 *Pending Material Requisitions*

The Pending Material Ordering file contains records for line-item material requirements that have been identified and are awaiting ordering action. Records in this file are maintained by program MPMOUD.

The Pending Line-Item Requisitions program was developed for use during end-of-year processing to allow shop personnel, planners, or other personnel to place requirements in a file for review prior to actual ordering or to increase ordering time during end-of-year processing. This program allows the user to pre-identify material requirements without expending funds. All items identified using this program will be placed in a pending order status regardless of the stock conditions. The item may be in residue, store, or may have to be ordered; however, it can still be placed in this file as a possible requirement. This file requires someone with requisition rights to actually order the item.

The Pending Material Order Screen is displayed for input of data required to identify the item to be requisitioned. Some pertinent data can be modified, such as Urgency Justification code (UJC), Delivery Destination code, Installation code, System Designator, and Force Activity Designator (FAD) code. Extreme care must be used when modifying these codes. The Add an Item option allows the user to add items to the pending material order file. Because no funds are committed at this time, no access rights are necessary for this option. All fields are edited for valid entries and reject messages are provided to explain any error condition.

6.2.8 *Line-item Requisitions*

Line-item requisitions are for ordering items on non-bill-of-material work orders only. Items required for shop stock, recurring maintenance, direct scheduled work, support of military family housing (MFH), and plant operations are ordered in this manner. Line-item requisitioning is done from the CEMAS logistics menu and will be processed by personnel with Material Acquisition access rights. Funds are moved immediately to committed status and requisitions are passed to contracting or supply. A line-item requisition that will produce the actual requisition is processed

upon completion of the research. The requisition action creates appropriate ordering:

- (1) CEMAS-generated AF Form 2005, Issue/Turn-In Request, for Base Supply items,
- (2) a buying abstract for contracting or a COCESS ordering abstract, and
- (3) a line-item summary.

Chapter 7 Inventory Management

An inventory identifies and corrects errors in processing and storage operations through reconciliation of item and detail record balances with quantities of stock physically on-hand. Inventory actions provide management with a measurement of the accuracy of accountable records. Inventory actions should be done expeditiously to prevent backlogs in transaction processing. Personnel assigned in the main store, forward store, and holding and residue areas are given access to the inventory program to request inventory on out-of-balance items. Personnel working in the different storage areas are automatically given “inventory request” rights by assignment of their functional area access codes; i.e., residue, holding, and store.

7.1 Reports and Listings

The Items to be Inventoried Listing reflects items identified during end-of-session processing that require inventory action. The listing is in bin location sequence and is used to perform the physical count of storage area items. The number of items selected for this listing can be changed in the CEMAS variable file.

The Daily Inventory Adjustment Listing reflects all inventory adjustments made since the last end-of-session was processed. The individual taking the inventory and a reviewing official (at least, the Chief of Material Acquisition) sign the listing. All inventory adjustment actions processed for the main store, forward store, holding, and residue areas are shown on this product. PAY CAREFUL ATTENTION to unresolved discrepancies (adjustments that could not be traced to processing errors and point to possible loss of property). These should be considered for further action such as report of survey and investigation by law enforcement officials. This listing is an auditable document. The person performing inventory adjustments must:

- (1) ensure all adjustments reflect correct information,
- (2) ensure action/comment areas adequately justify the reason for adjustment and subsequent actions taken, and
- (3) sign the listing to verify that all actions are correct.

The reviewing official is responsible for:

- (1) ensuring action/comment areas reflect adequate justification to explain the reason for adjustment and subsequent actions taken;
- (2) review actions/comments for unresolved discrepancies that show trends (fraud, waste, or abuse or processing errors); and
- (3) signing listing showing the review was completed.

The Consolidated Inventory Adjustment Register is an auditable list that is kept for two years. It reflects all inventory adjustments performed since the last end-of-session processing, combining all daily inventory adjustment listings produced for the month. Material Acquisition personnel verify the consolidated listing and dispose of the daily listings. The Chief of Material Acquisition signs it as the verification official and the Operations Flight Chief signs as the certification official.

The Past Due Inventory Items list reflects all items not inventoried within the last 365 days. The program will freeze up to 100 items at a time. Items on this listing can be inventoried but not canceled.

7.2 Item Inventory Selection Process

The main store, holding, residue, and forward stores are inventoried on a daily basis with items being randomly selected by end-of-session processing. All items that have not been inventoried within the last 365 days are also selected and listed. The 365-day program ensures that all items under the Chief of Material Acquisition control will be inventoried at least once each fiscal year.

Functional personnel will, annually, take an inventory of the main store, forward store, holding, and residual areas and identify and resolve discrepancies in these areas.

Assignment and Use of Freeze Codes. Freeze codes are assigned to an item by end-of-session programs or when an inventory request is processed. Program control will prevent receipts, issues, and ordering transactions from processing against items frozen for inventory. Items will remain frozen until inventory actions are completed. Post-post procedures are used until inventory actions are completed and the item is no longer frozen.

Number of Items and Selection Process for Daily Inventory. Main store, residue, and holding items are scheduled

daily for inventory to prevent “mass” inventory efforts. The number of items selected each day can be set in the variable file. For the forward stores, the number of items selected can be set in the Forward Store update information screen. Divide the total number of items in each area by 200 (approximate number of working days in a year) to establish the number of items to be counted each day. This allows the inventory of a few items each day, completing a total inventory annually. The program default randomly selects 20 items a day.

Request for Inventory Actions should not be made until all efforts have been exhausted to locate the missing material. The individual requesting the inventory action processes the inventory request to freeze the item record. The “comment” area is used to explain the discrepancy in detail and the research actions completed. Mark the bin showing inventory action is pending and ensure inventory action is carried out expeditiously.

Notification of Pending Inventory Actions can be done by entering the inventory program and the areas to be inventoried.

Daily inventories for main store, residue, holding, and forward stores are conducted by selecting items on the inventory listing. Because selected items are frozen, daily inventory counts should be completed as soon as possible to prevent delays in processing of receipts, orders, and issues. The actual counts are entered on the inventory listing for machine processing later. Individuals without inventory adjustment (Code 58) rights perform daily store inventories.

The Chief of Material Acquisition, who is responsible for end-of-session scheduled inventories,

- (1) reviews and certifies all inventory results,
- (2) investigates unfavorable trends,
- (3) ensures inventory actions are expeditiously processed, and
- (4) scheduled inventories are performed.
- (5) The storage area manager ensures:
- (6) the warehouse is in acceptable condition to be inventoried,
- (7) all bins are labeled and clean,
- (8) all post-post actions are complete, and
- (9) property transfers have been completed.

The person performing the inventory:

- (1) coordinates with the storage area manager;
- (2) performs inventory in a quick and efficient manner;
- (3) inputs quantities into the inventory program;
- (4) researches, resolves, and adjusts all out-of-balance conditions; and
- (5) notifies the storage area manager of results when complete.

Only personnel with inventory adjustment rights may cancel items from the inventory schedule. Items canceled will appear on the List of Items Canceled from Scheduled Inventory. The Chief of Material Acquisition manages this listing to ensure items scheduled are being inventoried. Because the date of last inventory (DOLI) is not updated for canceled items, each canceled item will be eligible for inventory beginning with the next end-of-session processing. To cancel scheduled inventory items:

- (1) enter the Inventory Program;
- (2) enter the Review EOD Items area;
- (3) enter appropriate information (entering a C will cancel the item from the inventory, delete the freeze flag, and the DOLI will not be updated); and
- (4) press the appropriate PF key to continue processing.

7.3 Performing Inventory Adjustment

Only personnel with inventory adjustment rights can make actual adjustments. These rights should be limited to personnel who do not work in storage areas. This allows third party review of inventory adjustments. The ability to perform adjustments is possible by allowing access to “inventory” in the identification file. The need to perform inventory adjustments may indicate deficiencies in inventory control, training, lack of security within material storage areas, failure to follow issue or receiving procedures, theft, and unprocessed post-post documents. Proper management practices are required to ensure inventory integrity and accuracy. All material stored by BCE will be inventoried annually as described in subsequent sections.

Inventory adjustment actions are identified during review of the inventory program. The number of items requiring inventory action is shown on the right of each area on the inventory menu. By entering the program and reviewing the items listed, personnel can review frozen items and associated problems. There is no automatic adjustment. Only personnel with access code 58 will be permitted to

make inventory adjustments. Personnel taking action to clear frozen item conditions develop an inventory checklist to ensure thorough research actions are performed on each item. Some common causes of shortage and overage conditions are unprocessed post-post issues, property newly received but not yet binned, and quantity errors on receipts.

Processing Inventory Actions. Inventory personnel will perform thorough and expeditious research for each discrepancy to resolve material shortages/overages. After completing the initial count, the count quantities are entered in the inventory program.

Initial Scheduled Inventory Count Inputs. In Items to be Inventoried, the actual, on-hand count balances are entered into the review end of day (EOD) inventory area of the inventory program. Input of the count quantities result in a count quantity equal to computer quantity or county quantity not equal to computer quantity. If the inventory count equals the computer quantity, the item is automatically unfrozen and the DOLI is updated in the noun dictionary to today's date. No further action is required. If the inventory count does not equal the computer quantity, the item is moved from the review EOD area to the review area in the inventory program. This requires further research to resolve the disparity. Completion of action on these items requires processing an adjustment, even if the computer balance is proven correct. Process an adjustment with the physical quantity equal to the computer quantity to clear the record.

Process Inventory Adjustment Actions when the computer quantity does not match the physical count. To process an inventory adjustment:

- (1) enter the inventory program and go to the appropriate area (review store, review holding, and other applicable areas);
- (2) locate the item to be adjusted and display it on screen;
- (3) enter the physical count quantity and action taken; then
- (4) press the appropriate PF key to process adjustment.

This will delete the freeze code and update the DOLI and computer balance.

7.4 Inventory Documentation

The main store, forward store, residue, and holding adjustments are documented on the Daily Inventory Adjustment Listing and the Consolidated Inventory Adjustment Register. Personnel performing inventory actions and reviewing and certification officials are responsible for making sure adequate explanation and justification are reflected in the comment and action areas to satisfy audit requirements. Supporting documentation, reports of survey, and locally-developed checklists are filed with the listings. Supporting documentation for inventory adjustment actions may be filed with the Daily Inventory Adjustment Listing/ Consolidated Inventory Adjustment Register, or annotate the register with the file location of the supporting documentation. After reviewing and validating the consolidated register, destroy the daily adjustment listings. The consolidated inventory adjustment register is kept for at least two years.

Holding area adjustments result in changes to bill-of-material costs and require special handling. Justification for the adjustments is shown in the comment and action areas. Personnel performing inventory actions and the reviewing and certification officials are responsible for making sure adequate explanations and justifications are used. The inventory program automatically prints a copy of the inventory adjustment screen, reflecting item, comment, and action information for completing the bill-of-material. Because the adjustment affects the cost of the bill-of-material, file the adjustment to support cost transaction changes. Performing an annual inventory on all materials under the Chief of Material Acquisition's control is a required activity. To perform this activity, inventory personnel should:

- (1) develop and document local procedures to support automated inventory regularly, ensuring the product(s) used have identification information such as CSL or noun and on-hand balances,
- (2) ensure listings are in location sequence;
- (3) perform physical counts and correct computer-listed and count-quantity disparities;
- (4) have the Chief of Material Acquisition serve as reviewing official the Operations Flight Chief serve as certifying official, both of whom sign and file inventory actions with the consolidated inventory adjustment register; and
- (5) maintain inventory reports for at least two years.

Chapter 8 Store Operations

The main GOCESS store provides assets that are BCE - peculiar, stocked based on past demand history, and may include items identified for emergency standby. Items stocked in the main store are normally high use, expendable type items and may be purchased through SBSS or LP.

8.1 Store Personnel

Store personnel manage materials, reorder, locate received property, issue property to customers, process property transfers to bills-of-material, ensure bins are properly labeled, identify safety hazards, assign locations, and ensure proper segregation and storage of hazardous and flammable material. They maintain their proficiency in warehousing procedures according to DODR 4145.19-R-1.

8.2 Additions and Deletions to the Main Store

BCE funds are used to stock items in the store. Material stocked needlessly ties up operations and maintenance (O&M) funds that could be used to support work orders, therefore, stock only fast-moving items. Every quarter, items listed on the Recommended Additions to Store report should be reviewed. Items added to the store are high use, expendable, and should have at least one issue per month to meet automatic reordering criteria. An item without a proven demand rate, is not added to the store until it appears on the quarterly Recommended Additions to Store Stock Listing. Work exceptions on an as required basis. Stocked items that have minimum and maximum levels should be reviewed semi-annually.

Store assets should be deleted when they are not used on a continual basis or not meeting the automatic re-ordering criteria. Items appearing on the Recommended Deletions from Store listing should be assigned a minimum level or deleted. To delete an item from store stock: modify the noun maintenance screen by changing the store stocked indicator to a N, erase the bin location, and perform the modification of the record. When stock on hand reaches a zero balance, it is an ideal time to delete the item. On-hand stock should be transferred from the shop to another holding area and checked for work order requirements.

All stores have an automated bin label generation program. The bin label program is found on the Main Store menu and labels for forward stores are generated using the for-

ward store actions portion of the Main Store menu. Personnel generate and affix labels to all bins in the store and replace them as required. Assets with a substitute or reserve location should have those locations shown on bin labels so personnel can locate assets.

8.3 Store Management

The **Items Transferred Listing** shows items transferred from the store to bill-of-material through firming actions and from other areas to the store. Store personnel pull assets from bins and transfer them to the holding area for storage. They establish suspense systems to ensure transferred items have been moved to their appropriate storage location.

The **Daily Store Stock Issues List** is reviewed by store personnel to ensure the accuracy of transactions and to obtain the dollar amount of stock being issued from the store. The daily dollar amount issued is used to set the automatic store reordering variables.

The **Main Store Receipts** is a list of items received for stock and is reviewed by store personnel to ensure all items received are delivered to the store.

The **Line Item Requisition Receipts** is a list of items required for the main store (WO 00011) ordered using line-item requisition procedures and is used to ensure all items received are delivered to the store

The **Main Store Stock Reorders Report** shows items requiring reorder action for the main store, along with the dollar values required to purchase assets and the actual orders placed. Store personnel manage this report closely, because the automatic reorders keep stock on-hand to support future requirements

The **Main Store Reorder Program** uses many factors to determine the correct quantities for restockage; allowing for a normal, 90-day stock turnaround based on quarterly money constraints. Expending funds at the beginning of the quarter or period of the FCA to support the store reorder program should be prudently monitored. Item maximum levels, minimum levels, minimum order quantity MOQ, reorder quantity, and re-order point are the factors influencing the store re-order program, determining the correct quantities for restockage.

A **maximum level** is used to identify and restrict the maximum quantity of an item desired to be stocked in the store. For instance, if container size precludes stocking large quantities, use a maximum level to override the reorder quantity. The reorder quantity may be reduced by end-of-session processing to keep the on-hand quantity plus quantity on order less than or equal to the maximum level.

The **minimum level** is used to identify the minimum quantity that should be kept in stock at all times. When an issue or transfer results in the on-hand balance being reduced below the minimum level, the item will be ordered during end-of-session processing to bring the on-hand balance back up to the minimum level. This level may be used to override the reorder point.

The **minimum order quantity** is the minimum order quantity based on vendor requirements (for example, 24 per box, 500' per roll, or 12 per pack) and indicates the number of units normally contained in the standard packing containers. The reorder quantity is based on multiples of the MOQ. If the MOQ is 12 and the reorder program determines a requirement for 13, the reorder quantity will be 24. This field also works with the "order-in" unit of issue for local unit of issue assignment.

The **reorder quantity** is based on an estimated, 90-day usage and is used by the end-of-session program for automatic reorders. It is set manually during the initial upload of the store, but can be updated or changed for the first six months. After six months, it can only be updated under program control. To override it, use the minimum or maximum level fields.

The **reorder point** is the point (on-hand balance) at which the end-of-session reordering program will reorder. This field is manually set during the initial upload of the store.

After the first six months, it is updated through program control only. Normally, during the initial upload of the store and when future items are added to the store, the reorder point is set at 50 percent of the reorder quantity. This field can be overridden through the use of minimum levels.

Store reorders are generated automatically by the end-of-session reorder program. If the available balance is less

than the reorder point or if the available balance is less than minimum level, the item will be reordered unless:

- (1) the funds are insufficient to cover the estimated cost of the order,
- (2) the funds have been suppressed in the variable file,
- (3) it is not coded for stockage,
- (4) it is already on order for the store (WO 00011),
- (5) it is coded for deletion in the noun dictionary,
- (6) the maximum level is less than available balance, or
- (7) the number of past issues does not warrant reorder or stockage of the item.

The demand criteria is based on at least one issue per month for all store items. If the number of issues average less than one per month, the reorder program will not take order action. If items are zero balance or the on-hand quantity is below the reorder point and the reorder program does not take action to replenish the item:

- (1) Inquire the noun dictionary.
- (2) Go to the consumption screen.
- (3) Refer to the lower portion of the screen containing issue and transaction information on store stock items (month indicator, usage, times issued, pipeline days, and times received). The month indicator and times issued are used to compute demand criteria.
- (4) Determine the number of months an item has been in the store. Add the month indicator, the second and third six months, as required.
- (5) Add the times issued from all areas to be used. The total of these fields is total times issued.
- (6) Divide the total times issued by the total months. The answer is the average number of issues per month.

NOTE

If the average number of issues per month is less than one and the item should be continued to be re-stocked, establish a minimum level until consumption increases to raise the average number of issues above one per month. If stock levels do not meet the re-order program criteria, use line-item requisitioning procedures to manually re-order.

Control of funding during the automated reorder process is done with the store reordering variables program on the

logistics store variables option. This program sets the dollar amount of funds to be expended. Funds are expended from two possible areas: SBSS project fund management records and local purchase fund cite authorizations (FCAs) (used by contracting).

There are two fields available to set spending parameters: the LP amount and the SBSS amount. These fields control the amount of automatic spending in the reorder program and cannot exceed the targets. The reorder program will not exceed the remaining balances based on each target set. This provides the ability to set funds equal to the target and let the reorder program replenish throughout the funding period until funds are depleted. It also allows funds to be turned off and reorder action stopped.

To set the amount of funds to be used, pressing the appropriate PF key updates funding. Enter the amount to be used by the program. This amount may not be greater than the remaining balance shown on the screen for LP information or SBSS information. These amounts, must be closely monitored to ensure store spending is done in a manner that best supports the operation.

8.4 Customer Authorization and Issuance of Material

The CEMAS identification file provides on-line identification of BCE personnel who have been authorized to withdraw material from the store. It is mandatory for individuals authorized to withdraw material to possess a valid military or civilian identification card and have their names loaded in the identification file. For self-help and building manager type issues, the identification check is bypassed, but the program requires input of the customers identification number, name, and building number. When issuing items across the counter to a customer, use the following procedures:

- (1) Enter the required data in the store stock issue frame.
- (2) Check to determine the availability of the required item using store issue programs. If the item is available, issue it; if not, verify the requirement and order it.

If the work order or shop code being used is not loaded and the work order is closed, the issue will not process and appropriate action must be taken to correct the condition.

NOTE

The US Armed Services identification card number is used as the ID NUMBER for military personnel. The card number from the AF354 (civilian identification card) is recommended for civilians. The number used must be unique for each individual. In those cases where ID card identification numbers have been bar-coded, it is recommended that the first five letters of the individual's last name and the last four digits of their Social Security account number (SSAN) be used for the identification number. If the last name is less than five letters, use spaces for the remaining number of letters.

If a management notice is received stating a customer's ID is invalid, verify the ID number. Materials may not be issued to that person until the ID number has been loaded.

When an individual is issued a new identification card, the identification file must be updated before material can be issued

Issues to building custodians, MFH occupants, and personnel from other organizations do not require the user to be loaded in the identification file. Obtain the listing of building custodians, MFH occupants, commanders, and first sergeants from the Real Property Management Office and keep it current. Use the listing to verify those individuals who are authorized to draw material from the self-help store. Validate the customers' names against their ID card and input information to the issue screen.

Process items returned to the store using the "Return to Store" program. If issued from the holding area, return the item to the holding area to ensure credit is given to the bill-of-material. If the individual returning the asset cannot identify the appropriate work order, receive or transfer the item using the found on base (FOB) program.

Requirements for store stock material contained within a bill-of-material are programmatically transferred to satisfy the requirement at the time the bill-of-material is firmed. The system will automatically transfer on-hand assets based on the priority criteria of the applicable work order.

For Emergency Work Orders (Priority E), if the requested quantity is available in the store, it will be automatically transferred. If the total quantity cannot be filled, it will be requisitioned from the appropriate source of supply. Transferred items will produce a property movement document (PMD), which should be hand-carried to the store for immediate action.

For Urgent and Routine Work Orders (Priority U/R), the quantity required will be programmatically transferred, providing the requirement does not reduce the available store balance below 50 percent of the on-hand balance. If the requested quantity brings the on-hand balance below the reorder point, the item will be requisitioned during end-of-session processing. When the applicable bill-of-material is firmed and assets are available for transfer to fill the requirement, a PMD is produced to transfer the asset to the holding area. These PMDs are forwarded to the store. Expedient processing of PMDs is necessary to prevent erroneous balances in the store.

8.5 Forward Store Operations

Forward stores are decentralized from the main store and may stock items for self-help or other specialized areas. Items to be stocked within each forward store may be locally determined and may be duplicates of items in the main store. Choosing the correct items in reasonable quantities is essential to avoiding unnecessary expenditure of O&M funds. Items, stocked in minimum quantities, can be added to the forward store at the direction of local management and by using the Forward Store menu. Items that are not issued regularly should be returned to the main store, residue, Base Supply, or DRMO.

Process forward store issues using the Forward Store programs. Input applicable data and adjust the balance in the forward store. Returned items are processed using the Return to Store program.

The forward store re-order program selects items for replenishment that are below the order point or minimum level. Those items will display on the screen with the order indicator set at N (NO). To order the item, the indicator must be set to Y (YES) and the appropriate PF key pressed. The program will generate line-item requisition transactions for all items marked with a Y as routine requirements with an RDD of the current day plus 30. Those items with a minimum or maximum level will automatically be reor-

dered at their preset levels with adjustments made for the quantity of each item on the shelf. The order indicator and quantity to be ordered can be updated if there is no minimum or maximum level present for the item.

The quantity that will be ordered equals the reorder quantity loaded in the forward store. This amount can be modified if there is no set minimum or maximum level. If there is a set minimum or maximum level, the amount ordered can only be changed in the forward store record.

NOTE

The program will list all local purchase items, then the bench stock items. When the bench stock items are displayed, the program will ask for the shop code to be used for reordering.

8.6 Bench Stock

SBSS procedures may be used to provide bench stock support of stores. CEMAS automates this procedure, making maintenance actions easier by eliminating the need for a weekly walk-through by the Base Supply Bench Stock personnel and eases ordering actions for BCE personnel. The store reorder program automatically accounts for item balances and produces a bench stock request form, listing the organization code, shop code, and the line-items requiring reorder. Stores should only have one bench stock per store, for items of high-use and low-dollar value. This reduces the number of calls to Base Supply Demand Processing Section.

Each store should contain one consolidated bench stock and only one shop code. The main store (work order 00011) is shop code LG and uses the organization code entered in the variable file store org code field. Each forward store must be assigned an organization code different from the main store. Assign shop code LG (or another specific shop code) to each forward store bench stock (908/LG = main store, 909/LG = No. 1 forward store). Shop code assignment should be coordinated with Base Supply according to AFM 23-110.

Bench stock items for the main store are coded in the noun dictionary as SBSS/GSA Item equal to Y (YES) and have a bench stock item number and authorized quantity. (These fields are found on the noun maintenance screen.) The entries in these fields will correspond with the bench stock

details already established with Base Supply. This data will provide the necessary information for the store reorder program to produce required bench stock paperwork for replenishment action. These fields are only required if bench stock support is used. The primary shop field should be used to enter the primary user of the item (for example, electrical connectors should be coded as either IT or ET). This allows the ability to write reports to extract all bench stock items by primary user (shop) for semi-annual bench stock reviews.

Forward store items are coded in the forward store record. These items will have an organization code and detail number of the Base Supply bench stock. The authorized quantity is entered in the reorder quantity field. The shop code will be assigned to bench stock items when the forward store reorder program is run. Bench stock items requiring reorder are listed after the local purchase items and require the shop code be used for bench stock reordering.

The Store Reorder and Forward Store Reorder programs produce a list of bench stock support items to be reordered. The listing contains the organization code, shop code, and the detail numbers for items to be ordered by the Bench Stock Support Section. AF Forms 2005 or equivalent are used for items requiring reorder.

Chapter 9 Residue

The residue holding area (RHA) is a storage area used for excess items. Residue items are used as the first source of supply for all new requirements. Planners should screen material in the RHA and plan jobs around available excess whenever possible. Assets available in the RHA will automatically be used to satisfy bills-of-material (BOM) requirements at the time the BOM is firmed. When the transfer takes place, a PMD is produced. When property is moved to the RHA, the accompanying PMD suspense copy is used to input the storage location.

The Items Recommended for Deletion from Residue list is produced during end-of-session processing. Material Acquisition personnel review the list to determine if items with no usage should be kept in the residual holding account (WO 00012). The RHA supervisor will coordinate with the Chief of Material Acquisition, shop superintendent, and Planning personnel before turning excess material into DRMO. Material in residue should be reviewed at least annually to determine if retention beyond 365 days is worthwhile. Obtain written justification from the BCE/designated representative to retain residue beyond 365 days.

Chapter 10 Receiving Procedures

Receipts come from three primary sources: (1) Base Supply, (2) COCESS, and (3) local vendors, including International Merchant Purchase Authorization Card (IMPAC). Processing receipts generate PMDs to the store and holding area. Material safety data sheets should accompany all receipts for hazardous material.

10.1 Procedures

SBSS property is delivered to the receiving area or other site designated by Material Acquisition personnel. Upon receipt, receiving personnel check the delivery for accuracy and damage. If there is an error or damage, the delivery can be refused using organization refusal procedures. Base supply items may be received by document number, CSL number, or national stock number. Processing the receipts will update the work order information and produce an applicable PMD.

COCESS contractor bases receive property according to local directives and contracts. COCESS sales tickets accompany property and are annotated with the document numbers assigned to each item request. If document numbers are not annotated on the sales tickets, a combination of CSLs or work orders can be used to identify the items. Receiving personnel verify the accuracy of the item and quantity delivered before signing documents or processing receipts.

Local purchase/vendor receipts should be accompanied by a vendor ticket. If the items were purchased by Base Contracting, the ticket will contain a procurement item identification number (PIIN), and may have a supplemental PIIN (S-PIIN/call number). Items delivered must be validated, matching item description and quantity. PIIN/S-PIIN, CSL, and document number are input into the system.

NOTE

Vendor receiving procedures must be coordinated with Base Contracting and Accounting and Finance to ensure all aspects of LP receiving are adequately covered.

Items returned from specific work orders (internal BCE receiving) are processed using the return to holding program. A PMD is produced, identifying where the item can be stored and other data reflecting the work order and item. Items returned in this manner will adjust the work order costs. If work order information is not available, transfer or found on base procedures are used. Shop and/or Material Acquisition personnel research the correct work order to which the item was originally charged.

Shop and operation requirements use line-item receipts as stated on the PMD. These items are held in an awaiting shop pick up area until shop personnel sign a copy of the PMDs. Items received for bills-of-material (vendor to holding) are forwarded to the holding area for storage until issued to the craftsperson.

10.2 Receipts Not Found

Research is required during receipt processing when document numbers are not loaded. This could be caused by wrong document numbers on receipt documentation or canceling work orders after the shipment of materials. If possible, receive the item using the stock number or CSL number matching the work order and quantity. The work order, stock, or CSL numbers in the purchase order file can be queried to identify the item. If it is an SBSS item, but found with a different document number, the document number is updated in the purchase order file and the item is received. Document numbers for LP items cannot be modified. These items are received using the existing document number and manual annotations are made to explain the problem.

10.3 Reverse-post

Reverse-post (RVP) receipt transactions when it is necessary to restore records to their original condition. The transaction register is used to perform the required research to initiate the RVP action. Material Acquisition personnel determine if the transaction is reversible and which transactions to reverse. The RVP program allows a reverse-post by document number, CSL number, NSN, or PIIN/S-PIIN. The number of reversed transactions posted is dependent upon the number of transactions associated with the error.

Chapter 11 Material Storage And Distribution

11.1 Holding Area Documentation

The holding area is a staging area where materials for work orders are kept until all items required on the BOM have been received. PMDs are produced and materials sent to the holding area as a result of vendor receipts, firming of BOMs, and returns of material issued from holding. PMDs will identify the work order to which the property belongs.

11.2 Bills-of-material Documentation

Materials remaining in the holding area after the close-out of a bill-of-material are properly disposed or transferred to ensure accurate material costing. Identification of materials awaiting disposition is done when the work order is ready to be closed. Material Acquisition personnel perform close-out by using the work order close-out program.

An interim close-out report is produced to identify items on-hand or on-order. Material identified on the report will be disposed or canceled before the final close-out of the bill-of-material. Material can be canceled from the bill-of-material and kept on-order in the purchase order file. Holding area personnel may use the transfer program to transfer the items to appropriate areas. PMDs are produced for each asset. Holding area personnel locate the property, attach the PMD to the asset, and forward it to the store or residue receiving area. Upon completion of all transfer action, holding area personnel annotate the interim close-out as action completed and return it to Material Acquisition for final close-out.

Inquire the Review of Excess Bills-of-Material program by CSL to identify all bills-of-material with identical requirements. The complete bill-of-material file is queried and all work orders (WO) with the same material on-hand or on-order are displayed. The display shows the work order, priority, firm status, unit of issue, quantity required, quantity due in, quantity on-hand, and holding area location.

The Transfer program allows the transfer of items from work orders to WO. It requires entries in the CSL, quantity, from and to WO, from and to document number, and from and to shop code. The bill-of-material is checked for a valid item for both the from and to WO. If the "to" bill-of-material is coded as ORDER = N, a document number is not required in the "to" document number. If the item being

transferred is excess, the user should enter a “Y” in the excess field. This allows the program to complete the transfer and not accept the item on the old work order when the item is delivered. If the item being transferred is not excess (required in the old WO), an “N” is entered in the excess field. Entering an “N” writes a transfer record for future use; the program will automatically return the material when it is received to the work order from which it was transferred.

Property forwarded to the residue area have a PMD attached showing quantity and description. The type of action generating the PMD is identified in the from portion of the PMD. Transfers to the residue holding area result from work order close-outs, found on base items, store stock transfers, and excess receipts.

All CEMAS documentation relating to a work order with a bill-of-material has a corresponding documentation folder containing all related PMDs. PMD's are annotated with the filing instructions on the lower half of the document. Other documentation filed in the folder is to be determined locally; however, filing procedures for the PMDs must meet audit requirements. Control documents should be validated and filed daily.

Chapter 12 Post-post Procedures

12.1 Procedures

Post-post procedures are required when the computer is non-operational for a period of time. If the system is expected to be down for a period of five workdays or more, an alternate site should be considered for processing CEMAS and end-of-session transactions.

12.2 Responsibilities and Actions

It is the responsibility of the Chief of Material Acquisition to:

- (1) Ensure all sections are notified of post-post conditions.
- (2) Ensure existing store transfers are collected and the property is moved from store bins before beginning post-post issues from the store. If time or volume does not allow movement of property, place the applicable transfer documents in the appropriate bins to serve as indicators that property is already allocated to other work orders. Any balance above the quantity required to satisfy the transfer can be issued during the post-post operation.
- (3) Ensure post-post documents are collected for all issue and receiving actions.
- (4) Designate an area for post-post processing and assign personnel as required to assist with the operation.
- (5) Designate personnel and terminals for post-post recovery operations to ensure a smooth transition to on-line operations.
- (6) Assign access codes as required for personnel to assist post-post recovery in designated areas.
- (7) Ensure the inventory clerk processes all inventory discrepancies identified during post-post recovery in a timely manner.
- (8) Ensure store post-post issues are processed before allowing on-line store issues. Do not allow firming of bills-of-material until all post-post recovery actions are completed. This will prevent warehouse refusals due to issues caused by erroneous on-hand balances (balances that have not been reduced by post-post issues).
- (9) Ensure corrective actions and reprocessing of post-post documents are taken as soon as possible after inventory action is completed.

12.2.1 Main Store

Once post-post procedures are implemented, all sections will forward all store to bill-of-material documents to the store. Store personnel will pull items before issuing property post-post. If time or volume does not permit them to physically pull material from the bin, they will place the appropriate transfer documents in the bin to indicate a portion or all of the on-hand assets are not available for issue but are obligated to other work orders. They will make sure there is enough property on-hand to support existing transfer documents.

12.2.2 Insufficient Balance

During post-post recovery processing, if Material Acquisition personnel identify an insufficient balance, they should carefully check for the missing quantity (primarily receiving). If the shortage is not found, an inventory request to notify the inventory clerk to take appropriate action is processed. All unprocessed documents should be retained for the CSL number, so corrective action can be taken upon completion of inventory action.

12.2.3 Forward Store

When the system is not operational and issues need to be made, forward store personnel should establish a file collection area for all post-post issue documents. Forward store post-post issues should be limited to emergency and urgent requirements. Upon notification the system is operational, all post-post issues are processed before processing on-line issue transactions. Post-post is not complete until all documents have been processed.

12.2.4 Receiving

Receiving personnel should establish a temporary location for property until the system comes back on-line. Annotate this location on the receipt document for future reference until normal, on-line receipt processing continues. After processing the receipts, applicable PMDs are produced to indicate the disposition of the property.

12.2.5 Recovery

During post-post recovery, all <NEW ITEM> loads to the CSL file can be done at any time. Material Acquisition personnel should use the following steps for an efficient and accurate recovery:

Step 1

Clear requests for quote (RFQs) and Awards and Process Store Receipts: All RFQs received during post-post should be awarded. While the buyers are clearing the awards for

the RFQs, receiving personnel should process all receipts that were awarded before post-post. These items are ones that have an award notice, AF Form 1155, Order for Supplies or Services, on file.

Step 2

Add Items to Bills-of-Material, Make Awards, and Process Store Receipts and Issues. Material Acquisition personnel should load all items ordered during post-post. Once loaded, the buyers then make the awards. Finally, the receiving personnel process the receipts and issue the items if applicable.

Step 3

Process All Other Receipts and Turn-ins (TINs) to the Store. After all awards have been processed, store personnel should process all other receipts and TINs.

Step 4

Store Issues and TINs to Residue. After all receipts have been completed, Material Acquisition personnel should process all store (including forward store), issues, issues to the holding area, issues from residue, issues to DRMO, and TINs to residue.

Step 5

Backorders. Once all the preceding steps have been completed, Material Acquisition is ready to resume normal processing with the bills-of-material being the first to process.

12.2.6 Alternate Site Processing

MAJCOMs should develop an alternate site processing plan. The plan should include maximum allowable downtime before moving to an alternate site, point of contact, and telephone number at alternate site.

Chapter 13 Reports, Listings, and Inquiries

13.1 SBSS Products

Proper management of Material Acquisition requires information to assist with good decision-making. Base Supply provides many products to ensure information is available to manage the Material Acquisition function effectively.

The **Daily Document Register (D04)**, used by Material Acquisition and Financial Management, lists individual material transactions by document number, shop code, activity code, and serial number within the BCE organization. It is a resource to monitor supply transactions, for transaction verification, and to ensure all CEMAS SBSS requirements were processed into the SBSS.

The **BCE Dueout Status Listing (D03/M09)** is used by Material Acquisition personnel to monitor and analyze dueouts for assigned work orders, and for requisitioning and follow-up actions. Using the D03, Material Acquisition personnel review urgency of need (UND) A items on a daily basis, and UND B items at least weekly. Using the M09, they validate all dueouts (UND A, B, and C) at least monthly. Special programs within CEMAS allow update of status information from the M09 produced by Base Supply. Material Acquisition personnel should use this option weekly to update status on all dueouts (see CEMAS/SBSS M09 processing in AFMAN 23-110, volume II, part two, chapter 31).

The **BCE Transactions (D10)** is an SBSS end-of-session program providing daily interface transactions which update CEMAS. In order to ensure all material transactions records produced by Base Supply are input to CEMAS, a transaction summary record (CW*) will be processed as part of each D10 file. The control information (SRAN and sequence number) in the summary record is compared with the data in the individual CWM records to ensure that they all correspond. The total number of records and the dollar value reflected in the CW* record is compared with the actual cost work order materials (CWM) records processed. Management notices are printed on the "BCE Material Transaction List" (PCN SF022-466) to indicate if the data compared was equal or if problems exist.

NOTE

Transactions rejecting from SBSS data files will appear as management notices on this list. The error creating the reject must be resolved and the reject cleared as soon as possible to ensure cost information is correctly recorded in CEMAS.

As these files are processed in CEMAS, the CW* record is stored in the MD10SEQ file and retained for information purposes. The D10 sequence number should start with 001 for the first file produced during the month of October. If a sequence number greater than 50 is processed, the program will consider this to be a past FY file and the file will not be processed. Therefore, it is very important that all current FY files be processed prior to processing the CEMAS end-of-year. This program is the primary interface for the SBSS D10 transactions and the BCE cost accounting system.

The **Due-In From Maintenance Listing (DIFM) (D23)** is a required listing produced for each organization. It shows a current inventory of DIFM assets and provides a reconciliation of DIFM status in the organization. BCE Material Acquisition personnel use this listing to monitor balances of BCE DIFM issues and turn-ins.

13.2 CEMAS Products

The **List of Delinquent Purchase Orders** lists items that are past due based on their priority and agreed delivery date (the list is not cumulative). Material Acquisition personnel should review this listing to ensure adequate follow-up support.

The **Items from Bills-of-Material with Priority E and Probable Locations** lists all priority E items on order that have a balance on-hand in residue and holding areas, main stores, forward stores, or shop stocks. It also shows how many other items are on order for the work order. This list assists in locating material for emergency work orders that has been turned-in since being ordered. Material Acquisition personnel should coordinate with operations flight personnel before making transfers from and between bills-of-material.

The **CIAPS/BCAS Received Transaction Listing** contains all transactions received from BCAS since the last end-of-session processing. It also contains all transactions by type of transaction. Material Acquisition personnel

should use the CEMAS/BCAS Transmittal Listing, with this product to validate receipt of BCAS transactions for appropriate CEMAS transmittals.

The **CEMAS/BCAS Transmittal Listing** contains all transactions sent to BCAS since the last end-of-session processing. It is broken out by type transaction and used with the CIAPS/BCAS Transaction listing to monitor the CEMAS/BCAS interface.

The **Contracting Administrative Lead-time (CALT) Report** summarizes all purchase actions made by buyers (Base Contracting or BCE). It identifies actions by buyers' ID, by priority, and shows the time taken to process purchase actions. The CALT is measured from the time the abstract is produced, or transaction processed to BCAS, to the time the award is made in the purchase order file. Material Acquisition personnel can check this by comparing the date ordered (Julian date in the document number) and the date awarded on the purchase order screen. They should use this product to show contracting and purchasing support received. The average number of days from request to award is contained in the summary at the bottom of the page. This information is used to identify deficiencies in contracting support.

The **Summary of Material Complete and Incomplete Bills-of-Material** provides information for analysis of material lead-times, dollar values of material on-hand or on-order, and expected due-in dollar values. The summary is in two parts:

Part One. Complete Work Orders. This part summarizes all work orders in the holding area that are material complete by priority, number of days complete, and dollar value.

Part Two. Incomplete Work Orders. This part displays the same information as the completed portion except for incomplete bills-of-material.

The **Recovery Error Listing** is produced after running the CEMAS Database Recovery Program. The transactions on this listing cannot be processed. Material Acquisition personnel should review the listing before coming back on-line. If the number of errors is excessive or the impact of the errors is uncertain, contact MAJCOM representatives for assistance. (For example, if a noun update transaction

(TRIC NONUD) appears on the list, it is possible the noun addition transaction did not process. The update could not be made as the original noun record was not found.)

The **Recovery Statistics Listing** is a statistical report showing the number and type of transactions used in the recovery process. This list is reviewed with the recovery error listing to determine the degree of success or failure of the recovery effort. If the number of errors appears excessive, Material Acquisition personnel should contact their MAJCOM for assistance.

The **Materials Received, No Location** report can be run from the run reports option on the logistics menu. It lists all items on bills-of-material that have on-hand balances without locations assigned and is used to locate on-hand property.

The **BCE Material Transaction List** is produced during the end-of-session and contained in the materials (MRTS) file. It reflects the material transactions that were processed or rejected. The BCE Material Acquisition Element, with assistance from personnel who add work order and shop records and Financial Management, is responsible for researching and correcting entries in error on this listing. Due to the impact that rejects have on cost information and reports, all rejects should be cleared in a timely manner. The rejected transactions must be cleared by updating the transaction on-line, using program MRTSUD Rejected Transaction Suspense Program.

13.3 Inquiries

The **Firm Simulation Program** shows what would happen if a particular bill-of-material is firmed. It shows which items, if any, would transfer from either the store or residue, which items would be ordered and the source of supply (SBSS or LP), and the cost information. It also provides a recommended RDD based on past delivery times for all items on the bill-of-material. This date appears in the historical delivery time field. This program is especially helpful when funds are low and Operations Flight personnel are trying to determine how to use available funds.

The **CEMAS Logistics Workload Program** displays the pending workload. Information from the noun dictionary and bills-of-material is screened for applicable records and combined for the workload package. The program screens the noun dictionary and locates all new items, reviews all

bills-of-material for canceled or additional items, and also finds all bills-of-material with RDDs that have not been firmed.

The On-line Monthly Management Summary is an end-of-session summary providing information about the Material Acquisition function. The file contains data on quantity and dollar value of inventory, requisitions, receipts, issues, transfers, and work orders. This program also compiles and updates data on all inventories, bills-of-material, and property transactions providing information used to identify unfavorable trends in the Material Acquisition support area.

Chapter 14 Report Writing

14.1 Report Writing Utility

The report writing utility allows access to data files to extract information in the format desired. It takes time to learn the techniques and requires some practice to become proficient at report writing. The report utility is accessed through the "RUN PROGRAM" option. If the RUN PROGRAM option is not on the menu or if there are any problems, the system administrator should be contacted. The report utility is a data retrieval system used, as needed, to extract required information. It is an effective management tool which provides the user with unlimited information.

The first screen in the report utility is the entry screen shown below. Select (2) to begin writing a report.

Entry Screen

- (2) Create a Report Definition.
- (3) Modify Report Attributes.
- (4) Print a Report.

On the DEFINE A REPORT Screen, the report identification (name) is the name elected to call this report and can be up to eight characters. Usually, the additional data file or user exit program will be left as NO, but can be used at a later date after mastering the art of report writing. After entering the name of the report, press Enter. The system administrator will provide the convention for naming reports.

The next screen asks for the primary data file name, library, and volume. Type in the information required. If retrieving information that is located in the noun file, type the primary file as MNON in library MLOGDATA. The system administrator can assist with library and volume names.

Press the "Enter" key to continue.

The control file shows the positions in which each field starts and the length of the field. This aids the report generator in finding requested information. Once the primary data file is identified, press enter and a screen will immedi-

ately appear asking for the control file information. **DO NOT** confuse this screen with the data screen just completed. This screen will be blinking. The information requested will appear to be the same as the screen just completed. Read it carefully. It is asking for the control file information. It will be blinking because the ID needs to be changed to MLOG in the library area. For a report on the noun file, use file name MNON, library MLOGCTL, and volume PGM001. This screen flashes as if something is wrong. Don't try and repeat the previous step to input the primary data file information or the report will abort.

Press the "Enter" key to continue.

Place an "X" next to the fields required to provide information for the report. Select all fields to be displayed on the report or for any which are to be sorted or selected.

Once all fields are selected, press the "Enter" key to continue.

The next screen will ask to define any new fields. Usually, this option is not used. It is an advanced option and should be covered with the system administrator.

Press the "Enter" key to continue.

The menu of all report definition options is on the next screen. Press enter to go through each of the options in order.

The report title screen contains report title information. It will automatically provide the title identified on the entry screen of the report. A more descriptive title helps personnel viewing the report to know what data is in the report and how it is sorted. Enter title.

Press the "Enter" key to continue.

The purpose of the column heading option is to change the names of the field headings. These headings appear above the data for each item. Headings default to the data name contained in the control file. These should be more descriptive. Update the headings.

Press the "Enter" key to continue.

This Space Between Fields screen allows setting the spacing between the end of one field and the beginning of the next. Usually, two spaces are left between fields. Make any necessary changes.

Press the "Enter" key to continue.

The Field Sequence screen is important because it will determine in what order the data will appear on the report. There are three rows that can be used for the information. The first position represents the row for the data and the second number is the sequence it will appear on that row. Fields with 99 as the sequence number will not be displayed or printed on the report; however, they can be used in calculations. Once the row and sequence numbers for all fields.

Press the "Enter" key to continue.

The External field size is the number of spaces taken by data in the field shown; it can be changed. Usually, the field size is not changed because all positions of the data should be viewed.

Press the "Enter" key to continue.

Place an "X" next to items to be modified and press enter. The next screen is called the Output Data Edit Options. Data edit options are used to reposition the decimal within numerical fields; suppress (hide) leading zeros in numeric fields, such as costs; and put dollar signs and commas into costs. If help is needed on this screen, press PF14 for an explanation of options. Make updates.

Press the "Enter" key to continue.

Data Limits tell the program how to limit the information to specific needs. For instance, noun records equal (=) to paint could be selected using this screen. If data is entered, additional data limit screens will be displayed. This allows for a narrower scope of search criteria. If the data fields are left blank, the screen will release to the next stop of report definition.

Press the "Enter" key to continue.

File sort determines the way the data will be sorted. Complicated sorts take some practice, but simple sorts by CSL,

work order, or noun can be done with a single entry. Input the data names for your sort options.

Press Enter to continue.

Control fields are used to allow page breaks, skipping a specified number of lines between fields. Specify requirements.

Press the "Enter" key to continue.

The report summary allows field totals at the end of the report. Put an "X" in the areas desired and press Enter. The program will return to the original menu. Press PF16 to leave the modification mode and return to the print report screen.

14.2 Printing

Printing a report requires a knowledge of the report file name, library, and volume name. Select the "Options to Print a Report." This option is used to print a report that has been previously defined by the Report Definition option.

- (1) Report ID = The title of the report to be printed.
- (2) Report Date = Assigned by program control.
- (3) Output Device = Enter "Printer" for a printed copy; enter "Display" to send the report to the screen. To print from the screen, press the PF15.
- (4) Change Data Files = Select "Yes" to allow sharing of the data file. Consult system administrator for assistance.
- (5) Count Option = Placing a "YES" in this field will make the program list the number of records selected for the report at the end of the list.
- (6) Sum Only = Setting sum only equal to "YES" will not list each record on the report. It will only provide the total number of records meeting the conditions of the report. Usually, this option is set to "NO."
- (7) Lines per page, select lines, and print line spacing are all set by the program and usually requires no changes. Accept the defaults.

Press Enter to print the report.

When writing reports, the following information is required: file name, library name, and volume name. The Report program will ask for this information. The user de-

termines which file will provide the type of data required. This information can be obtained in the on-line AFM 171-202 information on the Logistics menu.

14.3 Data File Location

When writing a report, the program first asks for the primary data file and then the control file. Usually, primary data files for CEMAS are located in the MLOGDATA library and on the DAT001 or WPD001 volume. Control files are located in the MLOGCTL library and the PGM001 volume.

Chapter 15 Material Acquisition

15.1 Resource Management

The ability to distribute and track funds at the cost center level is accomplished by using a series of records and data elements. The Project Funds Management Record (PFMR) and Fund Cite Authorization (FCA) are the primary tools used to distribute and track funds within Material Acquisition. Both records are maintained in CEMAS. With a few exceptions, the PFMR is used for funds spent in Base Supply and the FCA is used for funds spent for local purchase through contracting.

The use of the organization code tells CEMAS which PFMR or FCA to debit. The flexibility to designate funds is possible by using multiple records. For example, three organization codes may be established: 1 – work orders, 2 – CEMAS Main Store, and 3 – shop operating supplies. With proper use of organization codes, funds can be tracked, not only to a specific cost center, but also to specific work orders. The shop code is used to designate the craft within BCE.

NOTE

The PFMR record maintained in CEMAS will not agree with the PFMR record maintained in Base Supply because base service store items and individual equipment are not recorded in CEMAS. Daily, or at least weekly, Material Acquisition personnel or the Funds Manager, as determined locally, will update the PFMR costs in CEMAS to align CEMAS with the actual Base Supply PFMR dollars.

15.2 CEMAS Funds

The first step in establishing funds in the CEMAS system is the establishment of the organization codes. This requires the use of previously established organization codes that have been added in the Base Supply System or new organization codes that will be added. Base Supply will approve or disapprove all new organization codes and add them to the SBSS before use in CEMAS.

Adding an organization code to the CEMAS system requires:

- (1) a responsibility cost center code (RCCC),

- (2) a PFMR,
- (3) a fund area code,
- (4) a unique number used to allow multiple FCAs for the same RC and fund code combination, and
- (5) an organization title

The organization title should be very descriptive. This title is displayed to users creating the bills-of-material to assist them in correctly selecting the organization code. The RCCC and fund area are necessary to establish an FCA record. Once a unique combination of RCCC and fund area is established on the organization record, an FCA can be established. All organization records with matching RCCC and fund area information are attached to the FCA.

15.2.1 Establishing an FCA

Establishing an FCA requires:

- (1) a unique FCA number from the AF Form 9 or 616,
- (2) a fund code,
- (3) an expiration date (the date the FCA will expire),
- (4) a fund citation (from either AF Form 9 or 616),
- (5) a brief description, and
- (6) a target.

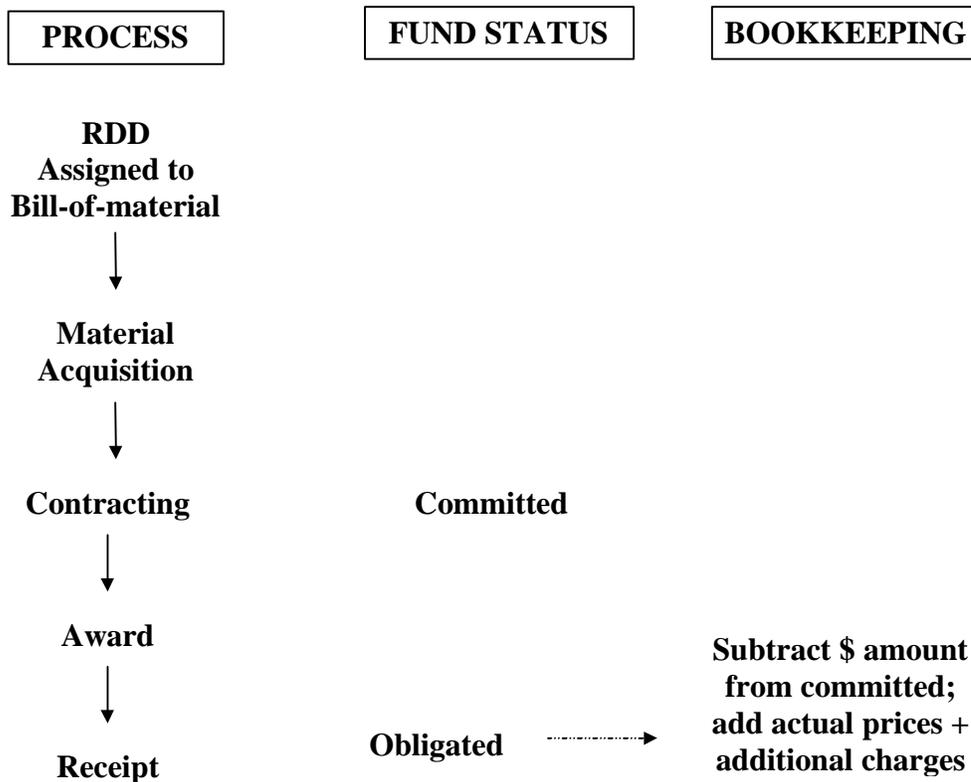
The target in the organization record provides a way to control or allocate funds required to support that specific requirement. The total dollar amount loaded for all organization record targets cannot exceed the amount loaded in the CEMAS FCA. The reserved funds and reserve transportation amounts are two additional fields on the FCA screen that should be used if applicable.

15.2.2 CEMAS Financial Management

The following is a brief description of how cost flows through CEMAS (see Figure 1, Funds Management Process in CEMAS):

- (1) There is no impact of funds until Operations Flight personnel assign the RDD to the bill-of-material and forwards the package to Material Acquisition. The funds required to support the bill-of-material are placed in a memo committed status.
- (2) This memo amount is immediately subtracted from the FCA balance. The money is set aside to cover the expense of the bill-of-material. When Material Acquisition personnel firm up (order) the requirement and forward it to Contracting, the funds are moved from memo to committed status. The dollar amount that is moved into committed is based on

Figure 2. Funds Management Process in COCESS



15.3 CEMAS/FCA Responsibility

CEMAS features automatic actions and funding expenditures for tracking capabilities. The primary sources of these abilities are the SBSS PFMR and the FCA maintained for local purchase (LP) prepared by the Base Contracting Office. Establishment of these two funding areas is of paramount importance to the CEMAS operation.

The Base Comptroller, the Chief of Supply, and the Base Civil Engineer set up the SBSS PFMR. The Base Comptroller and Base Contracting and BCE financial management office personnel establish the FCA, used by Contracting to purchase items for the BCE to support work order requirements. Records are established in CEMAS to track FCA dollar amounts used. To set up an FCA:

- (1) BCE personnel coordinate with required offices to obtain an FCA for buying CEMAS LP items.
- (2) BCE Material Acquisition personnel make sure appropriate organization codes are loaded for use with the FCA and the established resource center, cost center codes, and funds cite on the FCA.

- (3) The Base Contracting Office uses the responsible center and fund cite information on the FCA to establish the actual dollar record in CEMAS.
- (4) BCE Material Acquisition personnel coordinate with the Operations Flight Chief and establish organization targets for all organization records loaded against the FCA.
- (5) As Base Contracting Office personnel make obligations and enter them into CEMAS, dollar amounts are adjusted and controlled to ensure the FCA is not exceeded.

Chapter 16 Base Variable File

16.1 Base-unique Data

The base variable file allows users to set up base-unique information and data elements. Programs use the base variable file throughout the system.

16.2 Base Variables

Base variables that can be updated are as follows.

Control Center. A one-position code used to identify the control center the system is supporting. The code is normally an "A." Some installations use "B" as the predominant control center and some may use several control centers. For multiple control centers, the predominate code should be used.

Store Stock Org Code. This three-position organization code is used for controlling funds used for main store operations support and is assigned to the FCA and PFMR supporting the main store.

Store Stock Variables. This screen displays both the local purchase and Base Supply funding information for the store organization code contained in the base variable file.

Local Purchase Information. The organization code for the store is displayed with the target, obligated committed, and memo committed actual figures. The balance represents the dollar amount available for store stock reorder use. If the estimated FCA balance is less than that which is available on the organization code, the amount to be used is the lesser of the estimated FCA balance or the user input amount of funds to be used for LP. If the amount to be used is left as zero (\$000), the reordering program will not reorder local purchase items.

SBSS Information. The total dollar amount available on the PFMR associated with the store organization code is displayed. The user may set the amount of funds to be used for Base Supply reordering. The end-of-session reordering program uses whichever is less: the user input dollar amount or the CEMAS balance. This prevents spending more money than is available. If the amount of funds is left at zero (\$000), the reordering program will not order any Base Supply store stock.

SBSS Document Serial Number Block. The SBSS document serial number block represents the first number of a reserved block of document numbers.

Purchase Order Document Number. This is a number assigned to identify the BCE stock record account number (SRAN) at each base. The four-digit SRAN assigned to the local base supply FB/FE account also applies to the FC account, i.e. FC4800. New stock record account numbers are requested through MAJCOM from HQ AFMC/LGSW.

LP Document Serial Number Block. The LP document number block is used to assign document numbers to all transactions other than SBSS requirements. The block should not duplicate the block used for SBSS numbers.

CEMAS Element of Expense/Investment Cost (EEIC). This represents the EEIC assigned by or coordinated through Accounting and Finance. It is used in the production of financial management transactions and should be an EEIC in the 619XX area. EEIC 61930 must be used at COCESS bases. This code is changed by a conversion program at the end of each month to 61910 for Accounting and Finance transactions.

RFQ Constant. This eight-position field consists of the six-position contracting activity number (PIIN) and the two-position year. COCESS should be entered at bases operating under a COCESS contract.

Delivery Destination. This three-position code identifies the delivery location for material. It is displayed on the system-produced AF Form 2005 and is a part of the FOB destination on mail-out requests for quotes.

Delivery Location. This field is used to identify the location where materials are to be delivered and is displayed as a part of the FOB destination on mail-out requests for quotes and in the SHIP TO block on CEMAS-produced DD Forms 1155.

Automatic Store Transfer. This field determines whether automatic transfers will occur during the firm and modification processes for items associated with bills-of-material. If the field contains a "Y," automatic transfers from the store to work orders will occur for emergency work orders (all store stock may be transferred if needed) and for urgent

and routine work orders (up to 50 percent of store stock). If there is an "N," no automatic transfers from the store will occur; transfers must be done manually.

Number of Items to Inventory. This field allows selection of the number of items in the main store, residue, and holding area to be selected for inventory on a daily basis.

BCAS Interface Activation. This switch turns the CEMAS/BCAS interface on or off. A direct input key (DIRK) number obtained from HQ AFCESA/CEO, 139 Barnes Drive, Tyndall AFB (DSN 523-6370) or SSG/SBEEM, 201 East Monroe Drive, Maxwell AFB Gunter Annex (DSN 596-2409) is required.

Contracting to Support Multiple CEMAS. This switch allows the Contracting office to interface with more than one CEMAS operation.

RDD Buy Flag. This flag is used in processing demands to base contracting. If a "Y" is placed in this field, all requisitions are sent to contracting as priority 9 requisitions and are sorted and purchased by RDD. If the flag is "N," demand will be sent to contracting with priority 3 for emergency demands, 8 for urgent, and 13 for routine.

COCESS Flag. This flag will be set to "Y" if all bench stock-type items will be obtained only from the COCESS contractor.

GOCESS Flag. This flag will be set to "Y" if operation is a GOCESS operation with partial COCESS (contractor who provides only BPA items) or no COCESS contractor. SBSS bases should also set this switch to "Y."

Partial COCESS Flag. This flag will be set to "Y" (with assistance from HQ AFCESA/CEO or SSG/SBEEM) if using three sources of supply (SBSS, LP, and GOCESS).

SF44/Card Buy Flag. Setting this flag to "Y" allows BCE to purchase items locally and prevents passing requisitions to BCAS for items bought with SF44 or credit card. The abstract will print in BCE Material Acquisition.

BPA Buy Flag. This flag should be turned on if Base Contracting has authorized purchase of all BCE BPA items locally.

Printer Assignment. It is necessary to identify the printer class to be used by the various CEMAS users. This information is used during on-line CEMAS processing to route products to CEMAS areas other than the area producing the product.

COCESS Variable Data. COCESS variable data is used to automate QAE functions and provide funds for emergency charges. These variables are important for the correct and accurate operation of CEMAS.

Abstracts Produced. A “Y” in this field produces planning abstracts under program control. Final abstracts are produced by assigning an agreed delivery date.

Other Charge. This figure is added to all items ordered with a purchase order priority of O and is added to all priority O receipts. Receiving personnel can allow or disallow charges based on specific contract terms.

Urgent Charge. This figure is added to all items ordered and received with a priority U and can be allowed or disallowed based on specific contract terms.

Emergency Charge. This charge is added to all items ordered and received with a priority E and can be allowed or disallowed based on contract terms.

Non-priced Item Charge. This charge is added to all items ordered without a scheduled item code, and is only applicable if non-price listed (NPL) purchases and charges are included in the COCESS contract.

Operating Cost. This field is used to enter monthly or other types of operating charges for COCESS services.

Not in Stock Ticket (NIST). This field is used to provide a listing of all items that have had NISTs processed. The number of days stated in the COCESS contract for refill of stocks is entered in this block. This listing is used by the QAE to ensure the COCESS contractor has replenished NIST items.

NPL Percent Variances. This field is used to provide messages upon receipt of material. If the actual cost of the item varies more than the percentage input in this field and the item is coded NPL, receipt of the material is not prevented but a notice appears when the receipt is processed, if appli-

cable under the COCESS contract. The QAE should be informed of these notices

Sample Quantity/Frequency. Most COCESS contracts specify the QAE randomly sample X amount of material each day, week, or month to ensure the contractor is stocking the correct material.

Chapter 17 CEMAS/BCAS Interface Parameters

17.1 Interface Parameters

Data must be input into the CEMAS/BCAS Interface Information screen for the interface to work. The required data elements are:

- (1) Transmission times. There are spaces for up to ten transmission times, but not all require entries. These times must be entered in the 24-hour format. Variations include 1000, 1100, 1200, and 1300.
- (2) Background status. The indicator sets the background task (RUNBCAS in MLOGPROC) mode. "Y" starts the interface operation which starts the background task and begins updating files as necessary. "S" suspends the interface, canceling the operation and halting file updates.
- (3) Last communication time/date. The time and date of the last pass completed to BCAS is shown.
- (4) Communication control number. Each site or host in the system is identified by the PR number which will be set to zero unless there are sites operating through the system to separate CEMAS databases.
- (5) Transmittal status. If BCAS is supporting a single CEMAS location, use code B to represent support directly from host to BCAS. CEMAS can support up to four sites; if BCAS is supporting host and site operations, use code H to indicate the transmittal will flow first to the host, and then to BCAS. Use a constant FC and appropriate SRAN to identify Variances File PR Consistent for Each Site and input the system name for each site to allow for proper communication of transactions to and from sites.
- (6) Transfer Group. The field in the Transfer-Group contains the DEFAULTXFGROUP agreed upon by both communities. If these entries do not match, the file transfer will be unsuccessful.
- (7) Branch Section Code. The field defaults to U9, but can be modified by contracting personnel. Coordinate with Contracting before beginning on-line interface actions.
- (8) Location of files in the receiving section. This is the location where the files sent from CEMAS are placed in the BCAS system and must be filled for proper communication.

NOTE

Input the volume where the CEMAS data files are stored at the host site. Ensure the previous entries are made and all other required entries are made to support system networking. Problems with the system setup should be directed to MAJCOM

17.2 Interface Data

There are six data files associated with BCAS interface. If the BCAS interface switch in the CEMAS variable file is set to an "N," the interface is not active and records written to these files are scratched during the end-of-session processing. If the switch is set to "Y," then appropriate action is taken and files will be passed between the two systems to update the necessary data files. These data files are:

The **@MBCL** file used to produce transactions received from BCAS. As transactions are processed in the ALQCEM and MCSF files, transactions are put into this file. Program MCIPEOD in MLOGOBJ processes this file during end-of-session processing and produces the listing.

The **MCSF** file is used by the interface program to hold ALQCEM transactions received from BCAS until they are processed. This allows the ALQCEM file to be deleted and to allow for passing the next ALQCEM file from Contracting.

The **ALQ1IL** file must be stored in the same library and volume as the MCIP file (located in the mapping file). This data file contains item add records to be transmitted to BCAS to update item descriptions. These are 80-character records with the description in 40-character bits. Up to 2000 characters of description can be transmitted in this manner. A header record with the stock number sets up each description with as many as 40 additional records linked to it for passing the complete description.

The **ALQCEM** file contains transactions received from the BCAS will only be present a short time after it is received from the BCAS computer. Once the file is received, the MBCASINF program immediately begins processing records to the MCSF file and performing updates to all applicable data files. The data files updated will depend on the type of transaction received. Once all transactions are written to the MCSF, the ALQCEM file is deleted. This

allows another file to be sent from BCAS almost immediately, if desired.

The **AUTOCUST** file must be stored in the same library and volume as the MCIP file (located in the mapping file). It contains all transactions not previously transmitted to Contracting and is built from transactions held in the MBCA file that have an “N” indicator. The “N” indicator results from having been previously sent to BCAS and follow-up and receipt actions generated from the purchase order file. The MBCASINF program pulls records from the MBCA file and creates transactions in the AUTOCUST file.

The **MBCA** file must be stored in the same library and volume as the MCIP file (located in the mapping file). It contains all requisition transactions requiring passing to BCAS. The records are screened to see if they have been previously passed. Unsent records are moved to the AUTOCUST file and transmitted to BCAS. Transactions received from BCAS delete records from this file.

17.3 Actual Interface Actions

As BCE processing occurs, transactions are input to the AUTOCUST and ALQ1IL files awaiting transmission to BCAS. This happens when:

- (1) bills-of-material are firmed,
- (2) line-item requisitions are processed, and
- (3) end-of-session programs identify unawarded requests requiring follow-up or awarded items with past due delivery dates.

The CEMAS interface procedure runs in the background and waits for the identified time to pass the files to Contracting. These files are automatically passed under program control.

17.3.1 Base Contracting Actions

Internal Program Actions. The BCAS interface procedure runs in the background and when it finds CEMAS files it begins to process them. The first items to be processed are the item loads by the CEMAS program. This program processes the description loads from the ALQ1IL file into the BCAS item and nomenclature files. Once the item descriptions are loaded, the demands program (@#DMD) is run and the customer transactions are processed from the AUTOCUST file. As transactions are processed from the AUTOCUST file, several different actions are performed by the BCAS programs.

Requisitions (A0A) Program ensures the stock number is loaded in the item description file. If it is, an abstract is created and printed for buying action and a follow-up (AE1) transaction is created for transmission to CEMAS with BD status. This action indicates the BCAS system received the request and buying action should be underway. If the stock number is not loaded in the item description file, a follow-up transaction is created with a Z3 status, indicating the problem (CEMAS will automatically send another item description with it receives the Z3 status).

The Follow-up (AF1/AK1) request causes the program to check the awarded purchase request file for the document number in the AF1/AK1. An AFI is a follow-up on awarded requests and an AK1 is a cancellation request follow-up. If the document number is loaded, a follow-up request notice is created and printed and an estimated delivery date (EDD) transaction is generated to be sent to CEMAS. The EDD transaction will contain a follow-up date approximately 15 calendar days from the current date. This provides Contracting time to contact the vendor and obtain a new EDD for the item. Once the new date is established, BCAS will generate an EDD with the actual estimated deliver date.

Cancellation Requests (AC1) programs check the open and awarded purchase request files for the document number in the cancellation request. If it is found, a cancellation request notice is printed for action by Contracting personnel. An AE1 with a B9 status will be generated and sent to CEMAS indicating Contracting is attempting to cancel the request. Once all AUTOCUST transactions have been processed, the BCAS background checks to see if it is time to pass the created ALQCEM file to CEMAS. At the specified time for passing to CEMAS, BCAS programs run a file transfer and pass the file to CEMAS.

Automated CEMAS Actions. The CEMAS background procedure will locate the ALQCEM file and begin processing required updates to the purchase order file and bills-of-material to reflect accomplished actions. The action completes the cycle of events.

17.3.2 Transactions Sent from BCE

Requisitions. A0A is a requisition or demand transaction. When a requisition is processed, an A0A is written to the MBCA file. Ordering action and subsequent creation of an A0A occurs from firming a bill-of-material, processing a

line-item requisition, or during the end-of-session processing when CEMAS store reorders are generated. When the A0A is written the stock number used will depend on what is in the NSN field of the noun dictionary. If the NSN has an FSC only, then the program will pass the FSC, an L, and the CSL number. If a valid stock number is in the NSN or if the stock number has more than four characters in it, then whatever is in the NSN field will be passed as the stock number in the A0A transaction. If BCAS is supporting multiple CEMAS operations, the SRAN of the ordering base is added to the NSN created by CEMAS. This option is set in the CEMAS variable file.

Requisition upgrade. AMA is an expedite or priority upgrade to a previously-submitted A0A, generated by upgrading the priority on each item in a bill-of-material in the purchase order file.

Cancellations. AC1 is a request for cancellation of a purchase order. It is transmitted to BCAS and, if it can be canceled, BCAS will send a local purchase cancellation (LCC).

Follow-ups. An AF1 is a follow-up transaction on requirements that are past the agreed delivery dates generated during end-of-session processing. An ATA is a follow-up to an A0A. It is automatically submitted to BCAS within two calendar days, if there is no response to an A0A.

Receipt Acknowledgment. The 1RA is an acknowledgment of receipt of property or reverse post action, generated by the action's processing. A "P" is a partial receipt, an "F" a full receipt, and an "R" a reverse-post action.

17.3.3 Transactions Received from BCAS

Status. Status (AE1) is a status update transaction. The current status and the action taken by the system depend on the code in positions 65-66 of the transaction. Possible codes are BD, BF, BP, B5, B8, B9, Z3, Z4, and PD.

- (1) BD acknowledges receipt of an A0A transaction by BCAS. This is indicated by an estimated delivery date (EDD) and a date next follow-up (equal to the EDD) in the purchase order file for the requisition. The EDD represents the date the item is expected to be awarded.
- (2) BF means BCAS does not have a record of the demand. This is a request to resubmit the demand (A0A) to BCAS. CEMAS will automatically re-

- submit the A0A and item description (1IL) for the item.
- (3) BP indicates the vendor has notified Contracting of a delay in shipment. A date will be provided and input to the ADD field of the purchase order file. This is the date the item is expected to be delivered (CEMAS adds five calendar days to the EDD provided in the BCAS transaction and updates the ADD).
 - (4) B5 indicates processing or awarding of a demand has been delayed indefinitely. CEMAS will automatically follow up on this demand in 15 calendar days. Once the initial follow-up is generated, additional follows are generated on a periodic basis until acceptable status is provided.
 - (5) B8 indicates cancellation action cannot be done. The item will remain on order and will require receipt.
 - (6) B9 indicates Contracting is attempting to cancel an awarded requisition based on your request. This transaction updates the date of next follow-up field in the purchase order file. If the date next follow-up is reached, another AF1 will be processed to BCAS. Monitor the number of follows on purchase requests to ensure action is taken by the Contracting Follow-up Section and the systems are not just passing transactions back and forth. If the cancellation is achieved, you will receive an LCC transaction.
 - (7) Z3 indicates the item description does not exist in the contracting system. The CEMAS system automatically generates a new item description transaction (1IL) and passes it to Contracting in the next transmission.
 - (8) Z4 indicates insufficient data and requires more information before Contracting can purchase the item. This could mean the part number could not be compared to local vendor information, or insufficient description to purchase the item. This must be manually corrected for Contracting to purchase the item.
 - (9) PD means pier delivery (overseas only).

NOTE

A report on all (POF) records with the date awarded greater than zero and the ADD not equal to the estimated delivery date would provide information on delayed shipment items.

Estimated Delivery Date (EDD). This is a change in the original EDD of item. The date supplied in the transaction updates the ADD in the purchase order record. If the EDD transaction contains ROPEN in columns 4-8, the purchase order award information is deleted. This transaction is generated as a result of follows generated by the system because of expired EDD/ADD or a requirement has been unawarded (award canceled) by Contracting (unawarded items would have ROPEN in the transaction).

Local Purchase Cancellation (LCC). This transaction is usually produced in response to a request for cancellation. It will delete the purchase order record and change the order flag in the associated work order record, if any, to a "C."

Award Adjustment (LPA). An LPA modifies the purchase order record to reflect changes made to a previously awarded purchase request. If there is an associated work order record (BMI/BMF), it is adjusted as required.

Local Purchase Status (LPS). This transaction updates the purchase order record and shows award information. The LPS is followed by an LPX. Award information is not updated unless both the LPS and LPX are found during the BCAS/CEMAS interface process.

Local Purchase Information (LPX). This transaction is a trailer portion of the LPS transaction. The LPS transaction format does not contain the complete purchase order/blanket purchase order and call number for awards. This transaction contains the remaining information required.

17.3.4 Priority Requests and Off-line Actions

Coordinate transmission of "priority requests" and off-line (when BCE is without a computer) requisitions between Contracting and BCE and take one of the following actions:

- (1) Submission of Priority Requests. Use of RLOGON techniques or personal computers allows BCE to

bypass normal CEMAS processing and input priority requests directly into BCAS. Contracting buyers may then immediately begin purchase actions. Normal CEMAS/BCAS transactions for these inputs will reject as duplicates, but will cause no problems to either system.

- (2) Off-line Requisitioning. Base Contracting and BCE personnel should develop local procedures to handle situations when either of their computers is inoperable. If the BCE computer is inoperable, BCE personnel may expand or use procedures similar to those in the "submission of priority requests." The "RLOGON" process would allow BCE to input item descriptions and demand requests.

17.3.5 Coordination between Base Contracting and BCE

Working with Base Contracting is essential to making the CEMAS/BCAS interface work. Both Contracting and BCE personnel will closely monitor computer actions and products to ensure mission accomplishment. At least weekly, and during the initial implementation of the interface, Base Contracting and BCE should meet to review system problems and status indicators. After the implementation and when personnel are more familiar with how the interface operates, the meetings may be reduced to monthly and, eventually, to an as-required basis. However, both organizations should maintain a close liaison to ensure the success of the interface. Both Base Contracting and BCE personnel should observe first-hand processing actions of both systems. System administrators should observe how the interface works at both ends. A thorough understanding of both sides of the interface will ensure its success.

17.3.6 CEMAS/BCAS Interface Transactions

Table 3, CEMAS/BCAS Interface, shows transactions sent from CEMAS and transactions which should be received. This table can be used as a checklist to monitor the interface using Transactions Transmitted/Received from CEMAS/to BCAS. This list is not all inclusive and is only intended as a guide. Table 4, BCAS Status Transactions, identifies BCAS status transactions and provides a brief description of the meaning of the status codes. All status codes come in AE1 transactions.

Table 3. CEMAS/BCAS Interface

TRIC SENT	TRIC REC'D / EXPLANATION	
AOA	AE1	Status card; status varies
ATA	AE1	Status card; status varies
	LPS/LPX	Award transactions
AF1	AE1	Status card; status varies
	LPS/LPX	Award transactions
	EDD	Estimated Delivery Date update
AC1	AE1	Status card; status varies
	LCC	Approved cancellation
AK1	AE1	Status card; status varies
	LCC	Approved cancellation

Table 4. BCAS Status Transactions

STATUS CODE	EXPLANATION
BD	AFCA transaction has been received by BCAS
BF	BCAS does not have a record of the demand
BZ	Vendor delivery delay; ADD reflects estimated delivery date
B5	Processing or awarding demand has been delayed
B8	Cancellation cannot be accomplished
B9	Contracting is attempting cancellation of item
Z3	Item description not loaded in BCAS, retransmit
Z4	Insufficient information to make purchase
PD	Pier deliver (overseas only)

17.3.7 Troubleshooting the Interface

There are several areas to check if the interface is not working and files are not being transferred.

- (1) Is the background procedure set to run? Make sure the suspend/restart switch in the BCAS Interface System Screen in program MSYSUD/MLOGOBJ is set to a "Y." Also check the last time a file was transmitted to Contracting. This is shown in the Last Communication Time/Date fields. This may give you an idea as to how long the problem has existed.

- (2) Is the background procedure running? Ensure the MBCASINF interface procedure is running as a background task. This can be done by looking in the interactive tasks area on the operator's screen and looking for the MBCASINF procedure.
- (3) Are there files stuck in the transmit queue? Check the Transmit Queue for ALQ1IL/AUTOCUST files being held that have not been transmitted. This may indicate FTM manager problems.

Are communications allowed for logons and file transfers? Ensure file transfer and logons are not inhibited in the telecommunications area.

Is there communication between the Contracting and BCE computers? Run program "RLOGON" and attempt to logon to your contracting system using any userid and password. If you get a message stating "Invalid USERID or Password" you know you have reached the other system and the problem is probably not in the communication-line.

Check ALQ1IL/MLOGDATA and AUTOCUST/MLOGDATA for number of extents. If the files have reached 13 extents, they require reorganization. Take required action and reprocess interface actions.

- (4) Do you have a communications line problem? If telecommunications are set up as required and the CNS manager indicated there is no communications link, call the local Communications organization for a check of the line. Request the communications people to log out the communications circuit. Furnish them with required information.

The communications organization may ask that the modem be turned on and off (wait at least 20 seconds before you turn it back on).

Communications may ask that a AUD BUS test be conducted. Pull the front cover down on your modem and press the AUD BUS

switch. Test the line and communications can tell if the line is down. They may also be able to tell if the problem is in the contracting line.

If the contracting line is down, the Contracting system administrator should be called and advised of the problem.

Chapter 18 Document Management

18.1 Lost Document Procedures

Filing and audit control procedures require Material Acquisition to thoroughly research all lost documents. Research actions should include: a complete search of the facility where document was produced, contact with issuer and receiver as determined by transaction register or validation listing, screening of files for misplacement of PMD, and all other appropriate actions. Upon completion of a thorough research, PMDs requiring filing which cannot be located should be recreated.

NOTE

Only those documents requiring signatures for audit purposes must be recreated. All other documents may be recreated at the discretion of the area supervisor.

To recreate lost documents:

- (1) Notify the area supervisor where the document was produced to recreate the document.
- (2) Type or hand scribe PMDs and make sure they are legible.
- (3) Make sure the name of the receiver from the original document is annotated on the copy.
- (4) Have the area supervisor sign the copy as the reviewing official certifying it as a certified copy of the original.
- (5) Forward the certified copy to the Chief of Material Acquisition or designated representative for signature as approving official.
- (6) If results of the review process or trends suggest a potential for fraud, waste, or abuse, notify appropriate officials immediately.
- (7) Recommend all documentation be filed no later than three workdays after transaction processing. This action will help ensure backlogs are kept to a minimum.

18.2 Document Disposition

The following documents, per AFI 37-138, are maintained for audit trail purposes. MAJCOMs may elect to retain documents for an additional period of time.

End-of-session products:

- (1) CEMAS Automated Receiving Reports: AFI 37-138, table 67-4, rule 15, destroy after recording on THF.
- (2) CEMAS Automated Receiving Report (Reverse Post): AFI 37-138, table 67-4, rule 15, destroy after recording on THF.
- (3) Daily Transaction Register: AFI 37-138, table 67-4, rule 9, retain for two years or until replaced by consolidated transaction register.
- (4) DIRK Transaction Register: AFI 37-138, table 67-8, rule 6, retain two years or until replaced by consolidated DIRK register.
- (5) Daily Inventory Adjustment Register: AFI 37-138, table 67-8, rule 6, retain two years or until replaced by consolidated adjustment register.
- (6) CEMAS Obligation Record (Automated Call Register): AFI 37-138, table 177-4, rule 14, retain for three months or until receipt of new listing.
- (7) CEMAS Obligation Record (Auto Call Register Summary): AFI 37-138, table 177-4, rule 14, retain for three months or until receipt of new listing.
- (8) Consolidated Inventory Adjustment Register: AFI 37-138, table 67-8, rule 6, retain two years from date produced.
- (9) Consolidated Transaction Register: AFI 37-138, table 67-4, rule 10, retain one year from date produced.
- (10) Consolidated DIRK Transaction Register: AFI 37-138, table 67-4, rule 10, retain one year from date produced.

Property movement documents:

- (1) Found on Base Documents (FOB). AFI 37-138, table 67-4, rule 12, retain for one year.
- (2) SBSS/DRMO Turn-in Documentation. DD Form 1348-1's, or CEMAS PMDs. AFI 37-138, table 67-4, rule 12, retain for one year.

Receipts, Issue, and Transfer Documents

When PMDs are filed in the work order package they become part of the work order and retention will be that of the work order. Work Order retention is, AFI 37-138, table 85-3, rule 7, retain for two years after completion of work.

Documents for direct scheduled work orders should only be retained if capitalization is required.

Miscellaneous, Recurring Listings and Reports Not Covered Elsewhere

AFI 37-138, table 67-4, rule 22, destroy upon receipt of updated listings or when management purposes have been served.

Chapter 19 Control, Processing, and Storage of Hazardous Materials

19.1 Procedures and Responsibilities

The purpose of this chapter is to provide guidance to Material Acquisition Elements in the control, processing, and storage of hazardous materials (HM). The intent is to reduce the amount of hazardous materials purchased and establish a control and tracking system for on-hand materials. Procedures must comply with Executive Order 12856 and be approved by the local Bioenvironmental Engineer (BEE) or designated point-of-contact for HM. The BEE and Hazardous Materials Pharmacy must be contacted on all matters pertaining to hazardous materials acquisition, control, and disposition. In some instances, it may be advantageous to establish a satellite pharmacy in Civil Engineer. Procedures developed will be jointly approved by the BCE, BEE, and the HMP. Local procedures developed at CE satellite operations must ensure all HM controls and reporting requirements are met. For the intent of this chapter, the base BEE is used as the approval authority on all matters pertinent to HM. Delegation of alternate POCs/approval authority are used in some locations (for example, pharmacy and base supply).

The Chief of Material Acquisition is responsible for reviewing the current CEMAS noun dictionary to identify Potentially Hazardous Material (PHM) by Federal Stock Class. To conduct a wall-to-wall inventory to validate all PHM and quantities, the Material Acquisition personnel coordinate with the BEE. A listing of all PHM is prepared and forwarded to the base BEE and copies of any available material safety data sheets (MSDS) are attached. Material Acquisition personnel coordinate with the COCESS contractor to ensure an MSDS is available for each hazardous item issued and update the Environmental Management Information System (EMIS) or provide data to the EMIS POC for all issues made to CE shops. Local procedures determine the organizations responsible for processing updates to EMIS. Material Acquisition personnel may do the updates.

After classification by the BEE, the CEMAS noun dictionary record is updated with the appropriate Issue Exception Code and the primary shop authorized to use the item. A

shop code is entered in the primary shop field. The use of a shop code allows craftsmen in each shop the authorization to use the approved HM.

The Chief of Material Acquisition is also responsible for obtaining the BEE's approval in writing to stock maximum quantities of HM in COCESS, GOCESS, and self-help stores. The Chief ensures procedures are established to input or pass pertinent data for tracking HM into the EMIS or to the Hazardous Material Pharmacy. An MSDS file must be established to ensure an MSDS is available for each item identified by the BEE as hazardous. If an MSDS is not available, the individual HM records are frozen and coordinate with the BEE or the source of supply until the proper documentation is obtained. Frozen material cannot be issued without this documentation. Upon receipt of the documentation, item records are unfrozen.

19.2 HM Research and Materials Acquisition

Research and Materials Acquisition personnel screen new material requests and identify PHM as a part of the initial research process. The base BEE or designated point of contact determines if the commodity is available or if an alternate product can be used. Approval from the base BEE prior to first-time ordering of a PHM is required. (Local procedures dictate the approval process.) A listing of all approved shops authorized HM is kept and close coordination between the Material Acquisition Element and the BEE is maintained to ensure HM is requisitioned for authorized shops, only. Once approval is received from the BEE, the CEMAS noun dictionary is updated to reflect the item classification ("Y" in the HM field and the shop authorized to use the item). The shop code is entered in the primary shop field. Additional authorized shops can be entered in the noun description field. After the noun dictionary record is updated, the requisition can be processed. Additional approval is not required for subsequent ordering; however, Material Acquisition personnel must ensure all documentation is available prior to initiating requisition procedures. Material Acquisition Elements may continue to requisition HM through their own sources of supply once they have initially obtained BEE approval for the purchase.

19.2.1 Receiving Hazardous Materials

Local procedures dictate receiving locations for HM. If material identified as HM is received without proper documentation, the HM must be stored in a segregated area and processed only after the proper documentation is obtained. The MSDS is obtained by contacting the BEE or the base

contracting activity. Base contracting obtains the MSDS for locally purchased HM.

19.2.2 Inventory Control of HM

The BEE, in coordination with the shop supervisor, determines the maximum allowable HM to be stored in each shop. Units of issue is determined to best suit the needs of the individual shops. The amount of HM to be stored as shop stock is determined at each base. As materials are used and empty containers returned to the issue point, the shop will be authorized to order replacement materials to meet their needs. Material Acquisition personnel ensure only approved quantities of HM are issued to CE shops. All HM will be stored in accordance with DOD 4145.19-R-1 procedures. Shelf-life information is carefully monitored so materials can be issued before expiration dates are exceeded. Every effort should be made to avoid disposal of hazardous materials because of expired shelf-life.

19.2.3 Tracking and Disposition of HM

The EMIS is used to track HM. Upon receipt of HM, its identification data is entered in EMIS. Responsibility for updating EMIS is determined locally. Procedures must be developed to track HM from receipt to disposal. Material Acquisition personnel may input the updates if an EMIS terminal is available. If no terminal is available, the Material Acquisition personnel provide updates to the designated POC for EMIS input.

When a shop no longer needs a particular HM, the user returns the container to the designated turn-in location and provides disposition of the used HM (for example, used in process, spilled, released as air emission, or requires HM disposal action). The disposition of the contents is entered in EMIS.

Chapter 20 Vehicle Fleet

20.1 Purpose

Material Acquisition is normally responsible for management of the BCE vehicle fleet. This includes all general-purpose vehicles and special purpose vehicles, excluding vehicles assigned to the fire department. The BCE assigns a Vehicle Control Officer to manage the vehicle fleet and to assure that qualified operators are properly trained in maintenance and daily accountability of their assigned vehicles. Specific responsibilities of the VCO include:

- (1) submitting vehicle requests,
- (2) making vehicle assignments,
- (3) coordinating credit cards,
- (4) coordinating and picking up new or replacement GSA vehicles,
- (5) monitoring vehicle status,
- (6) reporting and investigating incidents,
- (7) attending vehicle meetings, and
- (8) monitoring the vehicle training program.

20.2 Local Programs

Specific guidance on duties and responsibilities is normally available through the local Base Transportation Squadron. Each installation should have a Vehicle Control Officer Handbook created especially for their installation and area. These books should typically cover, as a minimum, the topics listed below.

- (1) Appointment and training of the VCO.
- (2) Directives pertaining to vehicle operations.
- (3) Vehicle Control Guide Book.
- (4) Justifying vehicle requirements.
- (5) Official use of government vehicles.
- (6) Accident/Abuse — Accident/Incident Checklist.
- (7) Records and licensing, both military and civilian — AF Form 171.
- (8) License suspension and revocation.
- (9) Setting qualifications for operator/trainer.
- (10) Lesson plans.
- (11) Operating distance.
- (12) Vehicle security.
- (13) Vehicle meetings and inspections.
- (14) Transportation support and services.
- (15) Maintenance.
- (16) Taxi, tractor-trailer, wrecker, and bus.
- (17) U-Drive-It.

20.3 Additional Guidance

Additional information on vehicles and procedures should be addressed to the MAJCOM civil engineer representative. Information on vehicle resources and specifications is also available through HQ AFCESA/CEOM, 139 Barnes Drive, Tyndall AFB (DSN 523-6370). AFCESA's goal is to provide vehicles and construction equipment that meet all user requirements. A-Grams and other information on vehicle support can be found on the AFCESA internet site at <http://www.afcesa.af.mil/AFCESA/Management>.

Chapter 21 Self-help Store

21.1 Purpose

Material Acquisition is responsible for management of the self-help store. Self-help is a significant force multiplier, especially in constrained budget environments. It is a highly-effective alternative for managing limited resources more effectively to improve quality of life for Air Force personnel. A successful self-help program improves facilities and fosters a feeling of pride and ownership. Sustained involvement of base leadership is the key to a successful program.

NOTE

Detailed information on the self-help program is contained in AFPAM 32-1098, Base Civil Engineer Self-Help Guide. The guide provides the basic information needed to support your self-help program. It contains simple guidelines — a “road map.” It is not the only way to manage self-help, but does include proven methods

21.2 Basic Concept

The core of any self-help program is the Civil Engineer Self-help Center (SHC). The SHC is a facility from which materiel, loaner tools, and technical support, including training and assistance, are provided in a timely manner to base customers who want to perform self-help work. The SHC should be manned and equipped to support “one-stop service” for customers

Material Support

The SHC provides materials to supported organizations that do self-help work within their capabilities. The SHC also stocks minor maintenance and repair items such as paint, electrical receptacle covers, commode seats, hasps, caulking, and tools. First sergeants, dormitory managers, facility managers, and other specified people may be allowed to draw these materials across the counter without submitting AF Form 332, Base Civil Engineer Work Request.

Minor Construction

In addition to minor maintenance supplies, the SHC should provide minor construction materials such as paneling, sheet rock, suspended ceilings, floor tiles, and lumber. The requester must have an approved AF Form 332 to draw materials for this type of self-help work.

Training

Proper training is essential to quality work. Training can be an effective BCE work force multiplier when customers are trained to do simple tasks that they normally would ask the BCE to accomplish. A wide variety of commercial resources are readily available:

- (1) how-to pamphlets,
- (2) video instruction,
- (3) how-to books,
- (4) training seminars, and
- (5) training aids.

Customer Service

The SHC should provide one-stop service from submission of the self-help request to receipt of the material and tools. The SHC manager should be authorized to approve AF Forms 332 (up to a predetermined dollar amount).

Self-help Work Inspection

Pre-inspection, in-progress, and final inspections of self-help work are vital steps in avoiding delays. Inspection ensures quality workmanship and identifies problem areas early.

Scheduling Priority

The SHC manager should have authority to tap the resources of shop personnel when support is required.

WILLIAM P. HALLIN, Lt General, USAF
DCS/Installations and Logistics

Attachment 1 Glossary of References and Supporting Information

References

AFI 24-301, *Vehicle Operations*
 AFI 31-209, *The Installation and Resources Protection Program*
 AFI 32-1001, *Operations Management (replaces AFI 32-1031)*
 AFI 32-1110, *Planning and Programming Real Property Maintenance Projects Using Appropriated Funds (replaces AFI 32-1032)*
 AFI 37-138, *Records Disposition - Procedures and Responsibilities*
 AFI 64-109, *Local Purchase Program*
 AFM 23-110, *USAF Supply Manual*
 AFP 32-1098, *BCE Self Help Guide*
 AFP 85-11, *Financial Management Guide*
 AFR 23-111, *Management of Government Property in Possession of the Air Force*
 AFP 170-1, *Resource Managers Handbook*
 AFR 170-8, *Accounting for Obligations*
 AFR 177-16, *Administrative Control of Appropriations*
 AFR 177-101, *General Accounting and Finance Systems at Base Level*
 AFR 177-102, *Commercial Transactions at Base Level*
 AFSSI-5100, *Computer Security Policy*
 DODR 4145.19-R-1, *Storage and Material Handling*
 Executive Order 12856 *Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements*, Fed Reg. #158, No. 150
 FAR, *Federal Acquisition Regulation*

Abbreviations and Acronyms

3E5X1	the engineering AFS
A/C	air conditioning
A-76 Action	Process, under OMB Circular A-76, under which core responsibilities are contracted
AAFES	Army and Air Force Exchange Service
A&E	architect and Engineer - most commonly referring to the contract firms
ABO	air base operability
ACES	Automated Civil Engineer System
ADD	agreed delivery data
AF/CE	Air Force/Civil Engineer
AFCESA	Air Force Civil Engineer Support Agency, Tyndall AFB FL
AFFF	Aqueous film forming foam - the fire-fighting agent often used in hanger systems
AFI	Air Force Instruction
AFIT	Air Force Institute of Technology, Wright Patterson AFB OH
AFMAN	Air Force Manuals
AFMS	Air Force Manpower Standard
AFO	Accounting & Finance Office
AFP	Air Force Pamphlets
AFS	Air Force specialty (formally called AFSC - AFS Code)

AKA	also known as
BBE or BEE	Base Bio-Environmental Engineer
BCAS	Base Contracting Acquisition System
BCE	Base Civil Engineer
BCP	Base Comprehensive Plan (replaced by the Base General Plan)
BEAMS	Base Engineer Automated Management System - an older CE database system
BPA	blanket purchase agreement
BTU	British thermal units - a measurement of energy
BUR	built-up roofing system
CA/CRL	custodial account/custody receipt listing
CADD	computer aided design and drafting, a computer-based program that organizes drafting and design functions to produce high-quality facility drawings.
CALT	contracting administrative lead-time
CAS	Condition Assessment Survey, a DoD program to objectively assess and evaluate DoD facilities for developing CAS
CATV	cable television
CBA	cost/benefit analysis
CDR	contract deficiency report, a report of substandard contract performance
CDS	career development center
CE	Civil Engineer
CEC	office symbol for the CE Engineering Flight
CEMAS	Civil Engineer Material Acquisition System
CFA	Commanders' Facility Assessment (replaced by Facility Investment Metric)
CFETP	career field education and training plans
CIAPS	Customer Integrated Automated Procurement System
CMSgt	chief master sergeant
COCESS	Contractor Operated Civil Engineer Supply Store
CSL	CEMAS Stock List Number
CSU	customer service unit
CWM	cost work order materials
CWON	Collection Work Order Number
DC	direct current
DDC	direct digital control
DIFM	due in from maintenance
DIN	do it now
DIRK	direct input reject key
DoD	Department of Defense
DOLI	date of last inventory
DOLT	date of last transaction
DPMIAC	Defense Pest Management Information Analysis Center
DRMO	Defense Reutilization Marketing Office
DSWO	Direct Scheduled Work Order
DVEP	Disease Vector Ecology Bulletins
ECIP	Energy Conservation Investment Program
EDD	estimated delivery date
EEIC	Element Of Expense/Investment Code

EMCS	Energy Management Control System
EMIS	Environmental Management Information System
EOD	end of day
EPS	Engineering Performance Standards
ESPC	Energy Savings Performance Contract
FAD	force activity designator
FAR	federal acquisition regulations
FCA	fund cite authorization
FEDLOG	Federal Logistics Data
FEMP	Federal Energy Management Program
FIM	Facility Investment Metric
FOB	found on base
FSC	Federal Supply Class
FSDC	Fire Safety Deficiency Code
GIS	graphic information system, a linking of database data with CADD drawings
GOCESS	Government Operated Civil Engineer Supply Store
GOQ	general office quarters
GSA	General Services Administration
HM	hazardous material
HMP	Hazardous Material Pharmacy
HVAC	heating, ventilation, and air conditioning
ICS	Infrastructure condition standard
IDIQ	indefinite delivery/indefinite quantity, a type of contract
IEC	Issue Exception Code
IEU	individual equipment unit
IL	identification list
IMPAC	International Merchant Purchase Authorization Card
IPM	integrated pest management
IWT	industrial water treatment
LP	local purchase
M&R	maintenance and repair
MADJ	Adjective File
MADT	Adjective Type File
MAJCOM	Major Command
MC	minor construction
MCP	see MILCON
MCPAM	man-hour ceiling/priority analysis method to prioritize RWP work items
MCRL	master cross reference list
MDF	material documentation folder
MFH	military family housing
MILCON	Military Construction Program (previously known as MCP)
ML-C	management data listing
MNAD	Noun Additional Description File
MNON	Noun File
MRA&C	maintenance, repair, alteration, and condition
MRL	material requirements list

MRTSUD	Rejected Transaction Suspense Program
MSDS	material safety data sheet
MSYN	Noun Synonym File
MTL	master task list
NAF	non-appropriated funds
NIIN	National Item Identification Number
NIST	not-in-stock ticket
NPI	non pre-priced
NPL	non-price listed
NSN	National Stock Number
O&M	operations and maintenance
ODBC	open database connectivity, a structure enabling communications between databases
OPR	office of primary responsibility
OSD	Office of the Secretary of Defense
PCB	polychlorinated biphenyl, a hazardous additive to some oils used as coolants in transformers
PCN	Product Control Number
PD	pier delivery
PDO	Publishing Distribution Office
PFMR	Project Funds Management Record
PHM	potentially hazardous material
PIIN	Purchase Information Identification Number
PM	preventative maintenance
PMD	property movement document
PO	purchase order
POC	point of contact
POF	Purchase Order File
POL	petroleum, oil and lubricants, AF term for organizations and systems that manage any fuel or oil-based materials
PWS	performance work statement
QAE	quality assurance evaluators, QAEs monitor service contracts.
QASP	quality assurance surveillance plan
QUP	quantity unit pack
RAC	risk assessment criteria
RC	responsibility center/cost center
RCCC	Responsibility Cost Center Code
RDD	required delivery date
RFQ	request for quote
RHA	residue holding area
RIEI	Roofing Industry Educational Institute
RIF	reduction in force
RMS	recurring maintenance schedule
RPIE	real property installed equipment, equipment CE physically installs and maintains as part of a facility
RVP	reverse post

RWP	recurring work program
SABER	simplified acquisition of base engineering requirements, IDIQ contract that performs minor construction and repair.
SBSS	Standard Base Supply System
SFM	specialty function manager
SHC	self-help center
SMART	structural maintenance and repair team
SMSgt	senior master sergeant
SOQ	senior officer quarters
SOW	statement of work
SQL	structured query language, a method for communicating between databases
SSAN	Social Security Account Number
TA	Tables of Allowances
TIB	Technical information bulletins
TIN	turn-in
TLQ	temporary lodging quarter
TO	technical order
UGT	upgrade training
UJC	Urgency Justification Code
UND	urgency of need designator
URMT	utility rates management team, an AFCESA team to support base utility engineers
WIMS	Work Information Management System, the current CE database management system
WO	work order
WRRB	Work Request Review Board (also known as WORB, Work Order Review Board)

Terms

1219 visit --

The periodic facility visit performed by a shop to identify routine work requirements and schedule a follow-on repair visit by the shop crafts. Known as the 1219 visit due to the use of the AF Form 1219, Base Civil Engineer (BCE) Multi-Craft Job Order.

acquired land --

Land obtained from any private or public source other than land withdrawn from the public domain.

acquisition --

Obtain, use, or control real property or an interest in real property by purchase, condemnation, donation, exchange, leasing, revestment, or recapture.

Air Force proponents --

Air Force major command, installation, other component or other agent designated to act on behalf of the Air Force, responsible for initiating or carrying out the proposed real property acquisition.

annexation --	A procedure by which a municipality; such as a city, town, or village, incorporates Air Force land within the corporate limits of the municipality. Procedures vary depending on state law.
as-builts --	Original facility design drawings (or replacement master drawings or the master computer aided design and drafting (CADD) drawing file). Civil Engineer units use these drawings to document all as-built conditions of a facility and modifications as they occur over the years.
Base Civil Engineer --	Senior-ranking base engineer in the Civil Engineer unit.
blanket purchase agreement (BPA) --	A simplified method of filling anticipated repetitive needs for small quantities of supplies. This agreement is designed to reduce administrative cost in making small purchases by eliminating the need for issuing individual purchase documents. The government is obligated only when a call is placed against it.
blue-line drawings --	Copies of the original as-built or design drawings used for daily work.
BPA call --	An action initiated by a Civil Engineer Material Acquisition System (CEMAS) buyer or an authorized individual to order supplies from firms that have been awarded a blanket purchase agreement.
CEMAS store work order --	A special collection work order (usually work order 00011) with shop code, cost center, cost account code, and EEIC agreed upon to be used to collect the cost of material purchased and maintained in the store.
CEMAS monitor --	The chief of Material Acquisition or designated representative who will interface between Base Contracting, Base Supply, and Accounting and Finance.
CEMAS stocked items --	Items identified or approved by the chief of Material Acquisition to be stocked for recurring demands. Approval is based on demand history, funding availability, and storage limitation.
CEMAS stock list (CSL) --	A unique number assigned to individual items listed in the noun dictionary.
certificate of necessity --	A written statement, signed by Deputy Assistant Secretary of the Air Force for Installation (SAF/MII), which certifies it is necessary (for reasons vital to the national security) for the Air Force to exceed the statutory cost limits established in AFI 32-9001 relative to annual rent or alterations, improvements, and repairs to leased buildings.

cession --	Ceding or yielding by a state of its legislative jurisdiction over government-controlled real property to the federal government.
clearance easement --	The right to remove or prevent obstructions rising into the airspace. Examples are easements over areas beyond the ends of an airfield runway (approach or departure clearance zones). Also, easements adjacent to the sides of the runway (transition zones), clearance for approach lighting sites, communication sites, etc. A clearance easement, specifically, does not include the right of aircraft passage over the land, so the landowner may separately recover for loss of value to his or her land due to low and frequent flights of aircraft.
commercial facilities (industrial-type) --	Air Force-owned and -operated facilities housing a function that could be done by private industry, such as motor repair shops, laundries, bakeries, ice cream manufacturing plants. (Exceptions are base exchanges, commissaries, and other non-appropriated fund activities.)
condemnation --	A judicial proceeding started by the government through the Department of Justice for the purpose of exercising its right of eminent domain. Condemnation results in passage of title and land to the government with or without the consent of the landowner, but with just compensation paid to him or her.
consideration --	Compensation or an equivalent (such as money, material, or services) that is given for something acquired or promised. This may be the appraised fair market value of the real property or may include protection of the real property against loss by fire, water, or other causes, or any mutually agreeable arrangement that does not conflict with governing statutory limitations.
core requirements --	Process oriented descriptions which describe the tasks needed to support Maintenance Engineering.
declaration of taking --	A pleading filed with a federal court of law in a real property condemnation proceeding whereby, on filing the pleading, together with deposit of estimated "just compensation" in the court, the real estate interest is vested in the government.

declaration of excess --	A narrative description of real property that is no longer required for foreseeable Air Force missions. The declaration contains an identification of the land, type of governmental real estate interest, facility inventory information, recommended disposal dates, re-use rights, and services, obligations, and outgrants outstanding (see AFI 32-9004).
direct scheduled work order --	Emergency or essential work generally not requiring detailed planning, also known as job orders.
direct digital control --	Any control system (HVAC, alarms, lighting, or otherwise) using entirely solid-state (digital) components.
District Engineer --	One of the several Division Engineers, US Army Corps of Engineers, who supervise the activities of certain District Engineers and are the intervening management level between the Chief of Engineers and District Engineers (e.g., US Army Engineer Division, North Atlantic, CENAD).
easement --	The right to use the land of another for a specified purpose. Usually, the owners of the land continue in possession and may use it as long as such use does not interfere with the purpose for which the easement was granted. An easement may be acquired for a specific term or in perpetuity. An easement differs from a license because: the privilege granted usually cannot be withdrawn during its term and it is considered to be a permanent interest in the property if the term exceeds one year.
emergency work --	Work that must be accomplished immediately.
eminent domain --	The right of the government to take private property for public use upon payment of just compensation.
Energy Conservation Investment Program (ECIP) --	A Military Construction (MILCON)-funded program primarily intended for accomplishing energy conservation retrofits of existing buildings. It includes construction of new, high-efficiency energy systems and modernization of existing systems. ECIP is an OSD centrally-managed program.
Energy Savings Performance Contract (ESPC) --	Contracting with a private sector company for completion of energy audits and installation of energy conservation projects. This provides a method to acquire energy conservation projects with no AF resources and without payment if savings do not result.

Energy Management Control System (EMCS) --	The civil engineer energy control system that historically manages heating, ventilation, and air conditioning (HVAC) systems. It differs from direct digital control in that it includes both solid state systems and the older pneumatic systems.
engineers --	Any engineer in Civil Engineer units to include the Base Civil Engineer, the Maintenance Engineer, program engineers, and project engineers.
environmental assessment --	A document, occurring early in the planning process, for evaluating the potential environmental impact of a proposed action. An assessment covers the same topical areas as an environmental impact statement (EIS), but with less detail. An assessment results in a decision that an EIS is necessary, or that the proposed action will have no significant effect, therefore, a finding of no significant impact (FONSI) can be made (AFI 32-7004).
environmental impact statement --	A detailed full-disclosure report which, pursuant to the National Environmental Policy Act (NEPA) of 1969, (42 U.S.C. 4321-4347), identifies and analyzes the anticipated environmental impact of a proposed Air Force action and discusses how the adverse effects of the proposal will be mitigated. It is prepared in two stages: a draft statement which is filed with the Environmental Protection Agency (EPA) and made available to the public for comment and a final statement which is revised to reflect comments made on the draft EIS (AFI 32-7004).
essential work --	Work that cannot wait for the next 1219 visit.
expanded clear zone easement --	The right to prohibit all uses of land, within 3,000 feet of the runway threshold and extending 1,000 to 1,500 feet on each side of the runway center line extended, that are incompatible with or could impede, aircraft operations. For additional guidance see AFI 32-7003.
facility investment metric (FIM) --	An Air Force facilities requirements identification program to assess facilities based on mission priority; used to develop funding priorities.
Federal Energy Management Program (FEMP) --	An OSD, centrally-managed program for projects less than \$300K. Projects accomplish energy conservation retrofits of existing buildings or new construction plus energy audits, designs and metering programs. It includes construction of new, high-efficiency energy systems and modernization of existing systems.

fee ownership --	Title to real property belonging to a person or the government where full and unconditional ownership exists. Such ownership does not necessarily include mineral rights.
floodplain --	The 100-year floodplain is the lowland area adjoining inland and coastal waters, including flood prone areas of offshore islands that would be inundated by the base flood. The critical actions (or 500-year) floodplain is the area that would be inundated by a 500-year flood. (See AFI 32-7003.)
functional squadron --	Pre-1992 squadron structure, functionally oriented, it collocated like-functions and distribution portions of the missions and objectives to these functional shops.
general purpose space --	Space in buildings and associated land under the assignment authority of the General Services Administration (GSA) which GSA has found to be suitable for use by federal agencies, generally. The following categories of space are excluded: space in any building in a foreign country; space in any building on the grounds of a military or Coast Guard installation; space in airports; and special purpose space, as defined in GSA Federal Property Management Regulations (41 CFR 101, subpart 101-18.104-1).
grantee --	One to whom a grant is made.
grantor --	The person by whom a grant is made; a transferor of property.
GSA reimbursables --	These are special services, beyond the standard levels of service normally provided by GSA, for which the Air Force must reimburse GSA.
GSA rent --	Formerly called "standard level user charge (SLUC)," a rate charged by GSA for assigned space in government-owned or -leased property for which GSA has the assignment responsibility. The user charge approximates commercial charges for comparable space and services.
GSA space --	Space in buildings owned or leased by GSA and assigned to an Air Force or other federal government activity. This space includes land incidental to the use of the space.
hazardous substance --	This term is defined in CERCLA, 42 U.S.C. 9601 (14). For the purposes of this handbook it includes petroleum, petroleum products, oil, and lubricants (POL).
holding area --	A storage area for work order materials awaiting scheduling.

industrial facility --	Any Air Force -owned, -leased, or -controlled real property facility which is used by a contractor for the purpose of fulfilling government research, development, test, evaluation, production, maintenance, or modification contracts or for the storage of production machinery and equipment in support of such activity.
infiltration and inflow (I/I) --	Amount of water that seeps into a sanitary or storm sewer system, increasing the load on the fixed capacity pipes and treatment systems downstream.
ingrants --	Documents such as licenses, leases, permits, temporary easements, foreign base rights agreements, and treaties, under which the Department of the Air Force acquires an interest in, or control of, real property in less than fee ownership.
jurisdiction --	See legislative jurisdiction.
lease --	A conveyance of exclusive possessory interest in real property for a specified term in return for payment of rent or other consideration to the owner.
legislative jurisdiction--	This term, as used in this instruction in connection with a land area, means the power and authority of the federal government to legislate and to exercise executive and judicial powers within the area.
lessee --	One who possesses the right to occupy real property under a lease.
lessor --	One who holds title to, and conveys the right to use and occupy, a property under a lease.
license --	A privilege that can be withdrawn at will, to use or pass over a licensor's real property for a specific purpose (e.g., right-of-entry for survey and exploration, right-of-entry for construction, tree topping). Licenses merely confer a privilege to occupy real property at the sufferance of the owner. Licenses granted to other federal agencies are called permits.
life-cycle cost --	Primary criteria to be used for design (mandated by the Department of Defense); criteria of analyzing the cost over the life span of a component or system to ensure all costs are used (purchase prices, construction costs, maintainability, efficiency, reliability, etc.).
long-range plan --	Multi-year plan for projects to support a specific infrastructure element, originally termed "5-year Plan," many bases and commands have converted to "6-year Plans" to match the two-year programming cycle.
maintainability --	Characteristic of a system describing the ease or frequency of maintenance, highly maintainable systems cost less to maintain.

maintenance engineer -- MicroPaver --	Chief of Maintenance Engineering. Automated system used to inventory and analyze pavements.
mobilization --	The process by which the Armed Forces or part of them are brought to a state of readiness for war or other national emergency. This includes activating all or part of the Reserve Components as well as assembling and organizing personnel, supplies, and material.
National Capital Region (NCR) --	For purposes of this instruction only, a region encompassing the District of Columbia; Montgomery and Prince George's Counties in Maryland; Arlington and Fairfax, counties in Virginia; and the cities of Alexandria, Fairfax, and Falls Church in Virginia.
nonindustrial facility --	A unit of real property (other than DoD real property), including improvements. Nonindustrial facilities include hotels, motels, resort facilities, educational institutions, hospitals, office buildings, and other real property that can be used for military purposes. These type of facilities are not used or suitable for production or maintenance of materials, munitions, equipment, supplies, goods, and other products for military or civilian use ocean terminals.
non-MRL items --	Items not included in an established material requirements list (MRL). Most Contractor Operated Civil Engineer Supply Store (COCESS) contracts require the item be added to the MRL before the contractor provides the item.
non-pre-priced items (NPI) --	An item obtained for Air Force use by a COCESS contractor for which there was no prior solicited and agreed costs.
noun dictionary --	An item record list which includes item description, pricing history, demand data, and inventory data for each item loaded in CEMAS.
offer of gift (donation) --	Voluntary offer to transfer or convey to the government an interest in real property without payment or consideration of any kind by the government (AFI 51-601).
objective squadron --	Post-1992 squadron structure, objective-oriented, it purposes to collocate all functions necessary to support a mission or objective.
operations specialists --	The Air Force specialty created to support the scheduling and controlling of the Civil Engineer work forces; also known as work force manager, controller, triple-nickel, production controller, and scheduler.

option to purchase --	A contract whereby the owner of the real property gives the government the right to acquire an interest in the property at a stated price during a specified period of time. An offer to sell property, unsupported by any consideration, is not considered an option, and it may be withdrawn at anytime (10 U.S.C. 2677).
outgrants --	Documents such as leases, licenses, easements, joint-use agreements, and other agreements (including use agreements) under which the government's interest in, or control of, real property, as exercised through the Department of the Air Force, is modified by conferring rights therein to another government agency, nonfederal entity (such as a state or local government), or a private party (for such use as grazing livestock). (See AFI 32-9003.)
overhires --	Non-permanent employees hired to fulfill a specific purpose who does not fill an authorized position on the unit manning document, but is paid from civilian pay accounts and counts against the unit work-year ceiling
palace acquires--	Apprentice engineers hired by Air Force Personnel Center and managed on a central manning document; Major Commands and bases commit to a three-year training program and final job placement within the command
permit --	A nonpossessory right of exclusive or nonexclusive use of real property. When granted to a party other than a federal agency, it generally covers a one-time use and is called a "license." However, the term also is used to describe an authorization to use property under the jurisdiction of one government agency by another for a definite period. These two uses of the term must not be confused.
pre-priced items --	These are commonly used items where prices have been previously determined. This is basically what the COCESS contracts have been awarded on. The contractor agrees to provide particular items at a specified price.
pre-priced blanket purchase agreement --	Pre-negotiated BPAs established with vendors that identify specific items to be purchased at specific prices for a specific period of time. These are primarily used to reduce administrative cost and buyer time for purchasing high usage items such as CEMAS store stock.
preventative maintenance --	Recurring work performed to safeguard and/or extend the efficient and effective lifespan of real property, RPIE, or other equipment items.

program engineers --	Engineers of Maintenance Engineering, so termed because they manage infrastructure programs.
project engineers --	Engineers of the Engineering Flight, so termed because they manage projects (design and construction).
project --	As related to real estate acquisition activities, a project is a real property acquisition action, or related actions, at an Air Force installation to fulfill a known requirement. Related real property actions that constitute a complete project are processed simultaneously. (For example: The acquisition of land for an ammunition storage project usually involves the acquisition of fee ownership for the land area used to construct storage facilities and restrictive easements over an adjacent safety area.)
public domain --	Land originally acquired by the United States from foreign governments and which has never left United States ownership. It is administered by the Department of the Interior.
public lands --	Any land and interest in land owned by the United States within the states and administered by the Secretary of the Interior through the Bureau of Land Management without regard as to how the United States acquired ownership. The term excludes lands located on the outer Continental Shelf and lands held for the benefit of Indians, Aleuts, and Eskimos (43 U.S.C. 1702 (e) (see withdrawn land).
purchase request abstract --	CEMAS-generated LP requisition document used to request purchase of BCE items by the buyers.
purchase order --	A document authorizing a vendor to deliver BCE materials.
real property --	Lands, buildings, structures, utilities systems, improvements and appurtenances thereto. Includes equipment attached to and made part of buildings and structures (such as heating systems), but not movable equipment (such as plant equipment).
real estate directive --	A request to another federal agency (e.g., Office of the Chief of Engineers, US Army Corps of Engineers, Department of the Army or Naval Facilities Engineering Command, Department of the Navy or Bureau of Land Management, US Department of the Interior) to act on a real estate matter on behalf of the Air Force.
real estate --	See real property.

recurring work --	Routine, redundant, recurring work involving real property, real property installed equipment (RPIE), or systems and other equipment maintained by CE; scope and frequency is well known, locations are well established, materials are available or not required.
red-line drawings --	Marked-up drawings (typically blue-lines) indicating changes to facilities and as-built conditions, used to update as-built drawings.
release --	See CERCLA, 42 U.S.C. 9601 (22).
reliability --	Characteristic of a system that describes its anticipated lifespan and performance.
rent, nominal --	A rental consideration of a token amount in money or services. Generally, it involves a rental payment of \$1.00 per year. Nominal rental also means a consideration completely unrelated to the actual or fair market value of the leased property.
request and authority to cite funds --	Base Contracting is provided a quarterly dollar target against which Base Civil Engineer local purchase items are obligated. The availability is certified by Accounting and Finance and the target amount is administered by Base Contracting. The Civil Engineer Funds Management Section should provide a complete AF Form 616, Fund Cite Authorization, to Base Contracting no later than the first working day of the quarter.
residue holding account --	An account for maintaining accountability of excess material after completing a work order.
restrictive safety easement --	The right to restrict the erection of habitable buildings, the congregation of people, or other activities within a specified safety clearance distance of munitions storage areas, armed aircraft and explosives-related facilities (see AFI 91-409).
retrocession --	The act of giving back to a state all or part of the federal legislative jurisdiction formerly enjoyed by the government.
right-of-way easement --	The right to pass over the land of another for a specific purpose. Such use could be for constructing a road, installing pipelines, pole lines, or telephone cables, etc.
right of entry --	The temporary right to enter on real property for a specified purpose without acquiring any estate or interest in it.

service contract --	A contract for nonpersonal services, executed under the Armed Services Procurement Act of 1947, where the contracting party agrees to perform some service for the Air Force and the Air Force agrees to pay for such service. In performing the service, the contractor may use real property in which he or she has an interest, even to the extent of permitting the Air Force to go on the property in a nonexclusive manner.
SLUC --	Standard Level Users Charge (see GSA rent).
stay-in-schools --	Temporarily hired employees who work a portion of the work week and attend school the rest of the week; are overhires and do not count against a manning document, pay comes from paid civilian pay and hours count against the unit work-year ceiling
space, special purpose --	Space in buildings not under assignment responsibility of the General Services Administration, including land incidental to the use thereof, that is fully or predominantly used for the special purposes of an agency having custody of such space and generally not suitable for use by other agencies. Examples of such space include computer centers, hospitals, laboratories, mints, penal institutions.
space, general purpose --	Space in buildings under assignment responsibility of the General Services Administration, including land incidental to the use thereof, that the GSA has determined to be suitable for use by federal agencies generally, except : space in buildings on installations of the Department of Defense or the Department of Transportation (US Coast Guard facilities) and any space designated by the GSA as special purpose space in 41 CFR 101, subchapter D, subpart 101-18.104-1.
stock record account number (SRAN) --	An accountable stock record account established for the Civil Engineer Material Acquisition Systems (CEMAS).
storage --	The holding of hazardous substances for a temporary period prior to the hazardous substances being either used, treated, transported, or disposed.
subordination agreement --	An agreement whereby the owner of a real estate interest (including subsurface oil, gas and mineral rights) agrees to suspend or limit the exercise of all or part of his or her ownership rights under specified terms and conditions (usually to avoid interference with governmental use of the surface or operations).
suspension agreement --	Suspension by lease of an individual's grazing or mineral rights in public land or state-owned lands.

urban centers --	These are the cities and standard metropolitan statistical areas (SMSA). General Services Administration is the sole leasing authority for obtaining general purpose space in these areas.
value (current, fair, and estimated) --	As used in this regulation, these terms mean current fair market value or current fair market rental value, as appropriate. Fair market value is the amount in cash, or on terms reasonably equivalent to cash, for which the property would be sold by an owner, willing but not obliged to sell, to a purchaser who desires, but is not obliged, to buy. Fair market rental value of a property is the amount that, in a competitive market, a well-informed and willing lessee would pay and that a well-informed lessor would accept for the use and occupancy of the property for a particular term.
vault --	Storage location of base as-built and Base Comprehensive Plan drawings, so termed because many bases originally stored these drawings in a vault for physical security.
wetlands --	Areas that are inundated by surface or ground water with a frequency sufficient to support, and under normal circumstances do or would support, a prevalence of vegetative or aquatic life that requires saturated or seasonally-saturated soil conditions for growth and reproduction. Wetlands generally include swamps, marshes, bogs and similar areas such as mud flats, natural ponds, potholes, river overflows, sloughs, and wet meadows. Wetlands may be, but are not necessarily, located in floodplains (AFI 32-7005).
withdrawn land --	Public land that has been set aside or designated for a specific public purpose, such as a national park, wildlife refuge, or national defense use. Withdrawal of public lands generally has the effect of segregating such land from lease, sale, settlement, or other dispositions under the public land laws.
work center(s) --	Civil Engineering Operations maintenance teams organized to maintain and repair base facilities and infrastructure systems. Depending on the installation, these Centers can be classified as either shops, zones or a combination of both.
work orders --	Work requiring detailed planning or capitalization of the real property records.

Attachment 2 Core Requirements

PROCESS ORIENTED DESCRIPTION

MATERIAL ACQUISITION

A1B.1. RECEIVES TRAINING:

A1B.1.1. RECEIVES CONTINGENCY TRAINING:

A1B.1.1.1. RECEIVES CATEGORY 1, CLASSROOM TRAINING.

A1B.1.1.2. RECEIVES CATEGORY 2, HANDS-ON TRAINING.

A1B.1.2. RECEIVES CERTIFICATION TRAINING:

A1B.1.2.1. RECEIVES TRAINING ON HAZARDOUS MATERIAL HANDLING (CAT 1).

A1B.1.2.2. RECEIVES TRAINING ON SUPPLY (CAT 1).

A1B.2. PERFORMS LOGISTIC SUPPORT:

A1B.2.1. PERFORMS MATERIAL ACQUISITION:

A1B.2.1.1. PROCESSES REQUISITION.

A1B.2.1.2. RECEIVES MATERIAL.

A1B.2.1.3. MANAGES HOLDING AREA.

A1B.2.1.4. MANAGES GOVERNMENT-OPERATED CIVIL ENGINEERING SUPPLY STORE (GOCESS).

A1B.2.1.5. MANAGES RESIDUAL STORAGE.

A1B.2.1.6. PICKS UP PROPERTY FROM VENDOR.

A1B.2.1.7. TRACKS MATERIAL.

A1B.2.1.8. CLOSES OUT WORK ORDER.

A1B.2.1.9. MANAGES HAZARDOUS MATERIAL PROGRAM.

A1B.2.1.10. MAINTAINS CIVIL ENGINEERING MATERIAL ACQUISITION SYSTEM (CEMAS) DATA BASE.

A1B.2.1.11. ACCOMPLISHES POST-POST TRANSACTION.

A1B.2.1.12. MANAGES DUE-IN-FOR MAINTENANCE (DIFM) ITEMS.

A1B.2.1.13. MONITORS SHOP STOCK.

A1B.2.1.14. COORDINATES ADJUSTED LEVELS.

A1B.2.1.15. PROVIDES CUSTOMER TRAINING.

A1B.2.1.16. ACCOMPLISHES END-OF-YEAR CLOSEOUT.

A1B.2.1.17. ASSISTS COST CENTER EQUIPMENT CUSTODIANS.

A1B.2.1.18. MANAGES BASE SERVICE STORE AUTHORIZED USER LIST.

A1B.2.2. MANAGES VEHICLE FLEET:

A1B.2.2.1. SUBMITS VEHICLE REQUEST.

A1B.2.2.2. MAKES VEHICLE ASSIGNMENT.

A1B.2.2.3. COORDINATES CREDIT CARD.

A1B.2.2.4. COORDINATES AND PICKS UP NEW OR REPLACEMENT GSA VEHICLE.

A1B.2.2.5. MONITORS VEHICLE STATUS.

A1B.2.2.6. REPORTS AND INVESTIGATES INCIDENT.

A1B.2.2.7. ATTENDS VEHICLE MEETINGS.

A1B.2.2.8. MONITORS VEHICLE TRAINING PROGRAM.

A1B.2.3. PERFORMS APPLIANCE MANAGEMENT:

- A1B.2.3.1. ORDERS AND TURNS-IN APPLIANCE.
- A1B.2.3.2. RECEIPTS FOR AND STORES APPLIANCE.
- A1B.2.3.3. MAKES APPLIANCE EXCHANGE.
- A1B.2.3.4. MAINTAINS BACKUP STOCK.
- A1B.2.3.5. MANAGES WARRANTY PROGRAM.
- A1B.2.4. MANAGES SELF-HELP STORE.

Attachment 3 CEMAS Transaction Register Identification Codes (TRIC)

The purpose of a TRIC is to properly identify transactions that occur within the CEMAS system. These codes enable you to track actions in sequence as they occur and are reflected on the transaction register available on-line within CEMAS and on the transaction register produced during end-of-session processing.

Table A3.1 TRIC Codes

TRIC	Description
CST	COCESS Counter Sales Ticket
DIC	Due-in Change
DOC	Dueout Cancellation
DOR	Dueout Release
DUI	Due-in
DUO	Dueout
FCU	Unit Cost/Unit of Issue Change
FID	Item Record Delete
FIL	Item Record Load
IAD	Inventory Adjustment Document
ISU	Issue
REC	Receipt
RVP	Reverse Post
TIN	Turn-in
XCS	Excess
XFR	Transfer

Attachment 4 Self Inspection Questions for BCE Material Acquisition Element Checklist Items

No.	Item	Yes	No	N/A
1	Has the Chief of Material Acquisition initiated a program to correct inaccurate and/or misidentified noun item records with planners, Base Contracting, and applicable shop personnel?			
2	Does the reviewing official (at least the Chief of Material Acquisition) sign the monthly inventory adjustment list prior to filing?			
3	<p>Does the Chief of Material Acquisition:</p> <ul style="list-style-type: none"> a. review and certify results of the daily inventories b. investigate unfavorable trends or suspected fraud, waste, and abuse c. ensure inventory actions are performed expeditiously d. freeze the items for special inventory when out-of-balance conditions are found, until the discrepancy is resolved e. research inventory discrepancies prior to adjusting accountable records f. document and file results of each inventory g. check the number of items to be inventoried each day, as listed in the VAR FILE (Store, Holding, and Residue), against the inventory in each area to ensure that all items are inventoried each year <p>Note: divide the number of line items by the total number of available days)</p> <ul style="list-style-type: none"> h. ensure inventory cancellations are kept to a minimum and repetitive cancellations are investigated 			

4 CEMAS ID/Security File:

Does Material Acquisition, in coordination with the WIMS system administrator, maintain the CEMAS ID file to reflect personnel authorized to request or receipt for materials or to accomplish necessary CEMAS transactions?

- a. Is the IDF listing current, and has it been coordinated with the WIMS system administrator? (It should be verified at least semiannually and updated, as required.)
- b. Are the proper access codes assigned to appropriate personnel?

NOTE: Material Acquisition Element should be reflected on the squadron out-processing checklist to ensure that individuals departing the squadron are deleted from the file.

- 5 Does the Chief of Material Acquisition set the end-of-session frequency for CEMAS?
- 6 Are the as-required reports being used by Material Acquisition? (The Chief of Material Acquisition must identify the reports to be produced during end-of-session.)
- 7 Are end-of-quarter sessions being processed for each quarter to ensure consumption data is computed correctly?
- 8 Does the Chief of Material Acquisition ensure all hazardous materials are identified as such and material safety data sheets (MSDS) are provided?
- 9 Are flammable/hazardous material stored and maintained in separate storage areas approved by the fire department and IAW DODR 4145.19.R.1?
- 10 Are all shop personnel required to sign the issue documents when receiving material?
- 11 Does the Chief of Material Acquisition ensure that items coded for delete are in fact deleted?

- 12 Has the Chief of Material Acquisition taken action to ensure that only fast-moving items are store stocked and items recommended for deletion from the store are removed?
- 13 When bills-of-materials become 100 percent material complete, are shop or planning personnel notified?
- 14 Is the material documentation folder reviewed to ensure all required documents are on file prior to forwarding to operations?
- 15 Has a post-post procedure been developed for use when CEMAS is inoperable?
- 16 Does the Chief of Material Acquisition ensure that CEMAS-related problems that cannot be solved locally are reported to the Field Assistance Branch (FAB) at Gunter AFB (DSN 596-5771)?
- 17 Are proper security measures in place to protect storage areas from theft?